



RefCode:ILM/CI/2022-2023/1745

ILM'S EducateIndia Internship(IEII)
OFFERLETTER

To,
Ms. G.V.PAVAN KUMAR

Date:07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty-Communicative English" under ILM'S EducateIndia Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online/physical training for a period of minimum 4-6 weeks in Bangalore during July 2022. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

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RefCode:ILM/CI/2022-2023/1745

b) Academic and Career Growth:

- 1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You may have to conduct the classes in your designated school in a combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty) the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

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Financial Growth

Part-1

1. You will be paid ` 19,500/- (Rupees Nineteen Thousand Five Hundred only) **CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. (Candidates can also opt to stay on their own at their own cost)
3. **A) In case of Covid or Covid type of situation or for any other reason the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.**
B) In case of Covid or Covid type of situation or for any other reason the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part-2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ` 500/- per month to ` 2,000/- per month or as decided by ILM.

ILM/CI/EML/22-23/003/1.0

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SRK INSTITUTE OF TECHNOLOGY
ENKEPADU, VIJAYAWADA-521 108.



RefCode:ILM/CI/2022-2023/1745

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ` 2,000/- per month to ` 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.
4. After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorata basis depending on the number of days you attend the training, in the name of "CampusGuide (P)Ltd" or otherwise decided by ILM.

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SRK INSTITUTE OF TECHNOLOGY
ENRIKETA VILAYAWADA-521 108.
Bangalore-560 004.
E-mail : admin@ilmindia.com



RefCode:ILM/CI/2022-2023/1745

You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number/Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **12-07-2022**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD

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RefCode:ILM/CI/2022-2023/1745

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 19,500
Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 15,908
Take Home	₹ 13,838
Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750
ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593
Total CTC (1) + (2)	₹ 19,500
Note:	
1. You will be provided free standard outstation accommodation at your place of posting.	
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).	
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)	
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)	

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INSTITUTE OF TECHNOLOGY



RefCode:ILM/CI/2022-2023/1745

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. M.HANISHA

Date:07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty-Communicative English" under ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

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RefCode:ILM/CI/2022-2023/1745

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
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Financial Growth

Part-1

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2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ` 2,000/- per month to ` 3,000/- per month or as decided by ILM depending upon the state you are posted to.

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2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.
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ENKEPADDU, BAYAWADA-521 108.



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Ghouse Pasha
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SRK INSTITUTE OF TECHNOLOGY
VIJAYAWADA-521102



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Date:07-07-2022

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With Best Wishes

Ghouse Pasha
HRD

ILM/CI/EML/22-23/003/1.0

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SRK INSTITUTE OF TECHNOLOGY
WILSON COLLEGE ROAD, VIJAYAWADA-5
ENR:ET/004/2019-2020-004

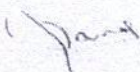
9. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
- Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED



Deputy General Manager - Business Partner



**PRINCIPAL
OF TECHNOLOGY**

Reg. Office: 2nd Floor, Muthoot Chambers, Opp. Sankha Theatre Complex, Buberji Road, Ernakulam - 682 018, Kerala, India
Phone: +91 484 239 6478/ 239 4712 - Fax: +91 484 239 6504 / 9 1139

Corp. Office South: Plot No. 90, Kacharakanzhalli, Kaniyapallya, St. Thomas Town Post, Lingayappuram, Bangalore - 560 084, Karnataka, India
Phone: +91 888 2548 9950

mailto:muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300

The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

Muthoot Family - 800 years of Business Legacy



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

M.S.KUMAR

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as LOBBY EXECUTIVE with effect from 21/06/2022 on the following terms and conditions:

You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period/s unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.

You will be paid salary of Rs. 17,000.00 (Rupees Seventeen Thousand Only) per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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9. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organisation. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
- Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

[Signature]

Deputy General Manager – Business Partner

[Signature]

**PRINCIPAL
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Phone: +91 484 239 6478/ 239 4712 Fax: +91 484 239 6500/ 239 7399

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The Muthoot Group



Ref: 025-CDR/03029/22

VIJAYAWADA - M. G. ROAD

Date: 21/06/2022

J.YAMINI

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as **LOBBY EXECUTIVE** with effect from 21/06/2022 on the following terms and conditions:

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You will be paid salary of **Rs. 17,000.00 (Rupees Seventeen Thousand Only)** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

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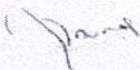
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11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organization. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
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We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED



Deputy General Manager - Business Partner



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VIJAYAWADA - 521 001

Reg. Office: 2nd Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 018, Kerala, India
Phone: +91 484 239 6478/ 239 4712 - Fax: +91 484 239 6506/ 239 7399

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The Muthoot Group



Ref: 025-CDR/03029/22

VIJAYAWADA - M. G. ROAD

Date: 21/06/2022

K.SIVA GAYATHRI

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as LOBBY EXECUTIVE with effect from 21/06/2022 on the following terms and conditions:

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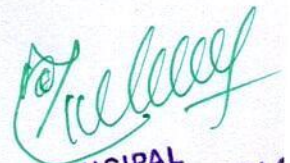
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Yours faithfully,

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Deputy General Manager – Business Partner



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MADRAS, VIJAYAWADA-521

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Ref: 025-CDR/03029/22

VIJAYAWADA - M. G. ROAD

Date: 21/06/2022

K.SRAYYA LAKSHMI

Sub: LETTER OF APPOINTMENT

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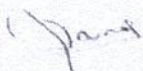
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Deputy General Manager - Business Partner

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The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

P.D.V. RAM SAI

Sub: LETTER OF APPOINTMENT

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You will be paid salary of **Rs. 17,000.00 (Rupees Seventeen Thousand Only)** per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

PRINCIPAL
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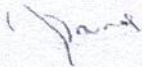
9. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organisation. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
- Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED



Deputy General Manager - Business Partner


Reg. Office: 2nd Floor, Muthoot Chambers, Opp. Sankha Theatre Complex, Banerji Road, Ernakulam - 682 018, Kerala, India
Phone: +91 484 239 6478/ 239 4712 | Fax: +91 484 239 6506/ 239 7399

Corp. Office South: Plot No. 90, Kacharakanzhale, Kariyanapalya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 086, Karnataka, India
Phone: +91 080 2548 9950

mailto:muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300

The Muthoot Group - 20 Diversified Business Divisions.
Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

Muthoot Family - 800 years of Business Legacy


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MUKERJEE, VIJAYAWADA-52nd 108.



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

E.D.PRATHAP VARMA

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as LOBBY EXECUTIVE with effect from 21/06/2022 on the following terms and conditions:

You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period/s unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and/or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.

You will be paid salary of Rs. 17,000.00 (Rupees Seventeen Thousand Only) per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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ENIKEPADU, VIJAYAWADA-521

9. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organisation. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
- Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED



Deputy General Manager - Business Partner



PRINCIPAL
INSTITUTE OF TECHNOLOGY

Reg. Office: 2nd Floor, Muthoot Chambers, Opp. Sankha Theatre Complex, Banerji Road, Ernakulam - 402 018, Kerala, India
Phone: +91 484 239 6478/ 239 4712 - Fax: +91 484 239 6506/ 239 7399

Corp. Office South: Plot No. 90, Kacharakkanahalli, Kariyapalya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 086, Karnataka, India
Phone: +91 886 2548 8950

mail@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300

The Muthoot Group - 20 Diversified Business Divisions

Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

Muthoot Family - 800 years of Business Legacy

27 September 2023

OL No: DXINT1124

Dear **G.SAI SIVANI**,

We congratulate you for being selected for a **3 Month** Training with Dexterity Edtech Pvt. Ltd. "**At will basis**" which can be extended. Please find the following confirmation of your Training.

Title: **Academic Counselor Trainee**

Training Date: **05 October 2023 to 14 October 2023**

OJT Start Date: **15 October 2023**

OJT End Date: **14 January 2024**

Stipend: **INR 15000 Per Month + INR 10000** as incentives (Subject to statutory deductions) **Target: 180000 INR per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the info@dexterityedtech.com within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **DEXTERITY EDTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Dexterity Edtech, and will report on or before **05 October 2023**.

SIGNATURE: DATE: _____
(Candidate's Signature)

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ENIKEPADU, VIJAYAWADA-521 101

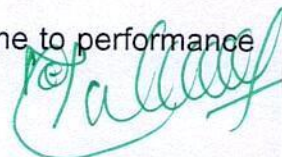
- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training Location:

Bengaluru.

- During the training period, you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your service without offering any reason.
- At any time, if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month's stipend or you will be required to serve a notice of 30 days.
- All the information acquired during the course shall be strictly confidential and you must refrain from using it for your own purpose or from disclosing it to anyone outside of the company.
- Upon the conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. ▪ Official communication either within the company or outside the company should be through the company email of your manager only.
- Post successful completion of the training tenure, the candidate will be prone to performance based on pre-placement offers by the company



SIGNATURE: _____

DATE: _____

ANNEXURE

Sl. No	Particulars
1	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination (Original MS for Verification) 12th standard or equivalent examination (Original MS for Verification) Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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ENIKEPADU, VIJAYAWADA-521 108.

+91 7019338359

info@dexterityedtech.com

http://dextertyglobal.in/

27 September 2023

OL No: DXINT1119

Dear Yamini,

We congratulate you for being selected for a **3 Month** Training with Dexterity Edtech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Academic Counselor Trainee**

Training Date: **05 October 2023 to 14 October 2023**

OJT Start Date: **15 October 2023**

OJT End Date: **14 January 2024**

Stipend: **INR 15000** Per Month + **INR 10000** as incentives (Subject to statutory deductions) **Target: 180000 INR per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the [<info@dexterityedtech.com>](mailto:info@dexterityedtech.com) within **2 working days from the receipt of this mail. The offer shall stand automatically withdrawn** without further action on the part of **DEXTERITY EDTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Dexterity Edtech, and will report on or before **05 October 2023**.

SIGNATURE: DATE: _____
(Candidate's Signature)



Training Policy

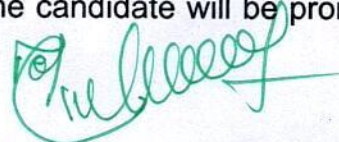
- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training Location:

Bengaluru.

- During the training period, you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your service without offering any reason.
- At any time, if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month's stipend or you will be required to serve a notice of 30 days.
- All the information acquired during the course shall be strictly confidential and you must refrain from using it for your own purpose or from disclosing it to anyone outside of the company.
- Upon the conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. ▪ Official communication either within the company or outside the company should be through the company email of your manager only.
- Post successful completion of the training tenure, the candidate will be prone to performance based on pre-placement offers by the company



SIGNATURE: _____

DATE: _____

ANNEXURE

Sl. No	Particulars
1	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination (Original MS for Verification) 12th standard or equivalent examination (Original MS for Verification) Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



27 September 2023

OL No: DXINT1136

Dear **Mandapti Hanisha,**

We congratulate you for being selected for a **3 Month** Training with Dexterity Edtech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: Academic Counselor Trainee

Training Date: 05 October 2023 to 14 October 2023

OJT Start Date: 15 October 2023

OJT End Date: 14 January 2024

Stipend: INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions) Target: 180000 INR per month.

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the info@dexterityedtech.com within **2 working days from the receipt of this mail. The offer shall stand automatically withdrawn** without further action on the part of **DEXTERITY EDTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Dexterity Edtech, and will report on or before **05 October 2023**.

SIGNATURE: DATE: _____

(Candidate's Signature)



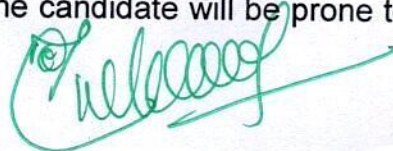
- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training Location:

Bengaluru.

- During the training period, you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your service without offering any reason.
- At any time, if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month's stipend or you will be required to serve a notice of 30 days.
- All the information acquired during the course shall be strictly confidential and you must refrain from using it for your own purpose or from disclosing it to anyone outside of the company.
- Upon the conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. · Official communication either within the company or outside the company should be through the company email of your manager only.
- Post successful completion of the training tenure, the candidate will be prone to performance based on pre-placement offers by the company



SIGNATURE: _____

DATE: _____

ANNEXURE

Sl. No	Particulars
1	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination (Original MS for Verification) 12th standard or equivalent examination (Original MS for Verification) Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



27 September 2023

OL No: DXINT1124

Dear **MADHUSUDHANA RAO,**

We congratulate you for being selected for a **3 Month** Training with Dexterity Edtech Pvt. Ltd. "**At will basis**" which can be extended. Please find the following confirmation of your Training.

Title: **Academic Counselor Trainee**

Training Date: **05 October 2023 to 14 October 2023**

OJT Start Date: **15 October 2023**

OJT End Date: **14 January 2024**

Stipend: **INR 15000** Per Month + **INR 10000** as incentives (Subject to statutory deductions) **Target: 180000 INR per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the info@dexterityedtech.com within **2 working days from the receipt of this mail. The offer shall stand automatically withdrawn** without further action on the part of **DEXTERITY EDTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Dexterity Edtech, and will report on or before **05 October 2023.**

SIGNATURE: DATE: _____
(Candidate's Signature)



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ENIKEPADU, VIJAYAWADA-520 002

- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training Location:

Bengaluru.

- During the training period, you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your service without offering any reason.
- At any time, if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month's stipend or you will be required to serve a notice of 30 days.
- All the information acquired during the course shall be strictly confidential and you must refrain from using it for your own purpose or from disclosing it to anyone outside of the company.
- Upon the conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. ▪ Official communication either within the company or outside the company should be through the company email of your manager only.
- Post successful completion of the training tenure, the candidate will be prone to performance based on pre-placement offers by the company


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+91 7019338359
info@dexterityedtech.com
<http://dextertyglobal.in/>

SIGNATURE: _____

DATE: _____

ANNEXURE

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1	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination (Original MS for Verification) 12th standard or equivalent examination (Original MS for Verification) Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



PRINCIPAL

**SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521**

27 September 2023

OL No: DXINT1124

Dear D.KOMALI,

We congratulate you for being selected for a **3 Month** Training with Dexterity Edtech Pvt. Ltd. "**At will basis**" which can be extended. Please find the following confirmation of your Training.

Title: **Academic Counselor Trainee**

Training Date: **05 October 2023 to 14 October 2023**

OJT Start Date: **15 October 2023**


OJT End Date: **14 January 2024**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions) Target: 180000 INR per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the info@dexterityedtech.com within **2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of DEXTERITY EDTECH if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Dexterity Edtech, and will report on or before **05 October 2023.**

SIGNATURE: DATE: _____
(Candidate's Signature)



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ENIKEPADU, VIJAYAWADA-521 108.

- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training Location:

Bengaluru.

- During the training period, you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your service without offering any reason.
- At any time, if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month's stipend or you will be required to serve a notice of 30 days.
- All the information acquired during the course shall be strictly confidential and you must refrain from using it for your own purpose or from disclosing it to anyone outside of the company.
- Upon the conclusion of your tenure, you will immediately return to the company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. ▪ Official communication either within the company or outside the company should be through the company email of your manager only.
- Post successful completion of the training tenure, the candidate will be prone to performance based on pre-placement offers by the company


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ANNEXURE

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1	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination (Original MS for Verification) 12th standard or equivalent examination (Original MS for Verification) Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.



Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpeta Taluk, Kancheepuram Dist. Chennai – 603 103, India
Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.
Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Sarvrat Ashoka Path, Opposite to Airport Road, Venwada, Pune – 411 006, India.
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110 019, India.

Date:February17,2021

Private & Confidential


G. JYOTHI

Dr No. 21-10/2-257/5-10A,GVR Nagar 4th line
Dr No. 21-10/2-257/5-10A, GVR Nagar,4th line,
Vijayawada,
AndhraPradesh,
India - 520003

DocumentID-fcfde51f-ecb3-43b3-9c1d-0e4ac9534a5c Dear

G.JYOTHI,

- With reference to your application and subsequent interview, we are pleased to makeyouanoffer–cum–appointmentwith**StateStreethCLServices(India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are requiredtoreportonFebruary18,2021at09:00AMattheaddress:**Statestreet HCL Services (India) Private Limited, Chennai-SEZ, SDB2 Sholinganallur 602/3.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate whichneedstobesubmittedatthetimeofjoining.Ifyouarefoundmedically


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State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark -Special Economic Zone, Upper Ground Floor
of Blocks 3, No.33, Old Mahabalipuram Road,
Navalur Village and Panchayat, Thiruppur Panchayat Union,
Chengalpattu Taluk, Kancheepuram Dist.
Chennai - 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL),
Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7,
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Opposite to Airport Road, Venwada, Pune - 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi - 110 019, India.

unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.



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Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 19,500
Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 15,908
Take Home	₹ 13,838
Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750
ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593
Total CTC (1) + (2)	₹ 19,500
Note:	
1. You will be provided free standard outstation accommodation at your place of posting.	
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).	
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)	
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)	

ILM/F/023/1.0

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RefCode:ILM/CI/2022-2023/1745

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. SK.VAHIDA

Date:07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty-Communicative English" under ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online/physical training for a period of minimum 4-6 weeks in Bangalore during July 2022. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

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VIJAYAWADA-521 108.



RefCode:ILM/CI/2022-2023/1745

b) Academic and Career Growth:

- 1) ILM'S INTERNSHIP PROGRAM: During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You may have to conduct the classes in your designated school in a combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty) the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

ILM/CI/EML/22-23/003/1.0

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RefCode:ILM/CI/2022-2023/1745

Financial Growth

Part-1

1. You will be paid ` 19,500/- (Rupees Nineteen Thousand Five Hundred only) **CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. (Candidates can also opt to stay on their own at their own cost)
3. **A) In case of Covid or Covid type of situation or for any other reason the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.**
B) In case of Covid or Covid type of situation or for any other reason the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part-2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ` 500/- per month to ` 2,000/- per month or as decided by ILM.

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2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ` 2,000/- per month to ` 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.
4. **After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorate basis depending on the number of days you attend the training, in the name of "CampusGuide (P)Ltd" or otherwise decided by ILM.**

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RefCode:ILM/CI/2022-2023/1745

You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number/Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **12-07-2022**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD

ILM/CI/EML/22-23/003/1.0

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RefCode:ILM/CI/2022-2023/1745

ILM'S EducateIndia Internship (IEII)
OFFER LETTER

To,
Ms. SYED MASTAN

Date:07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty-Communicative English"** under ILM'S EducateIndia Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

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ILM/CI/EML/22-23/003/1.0


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RefCode:ILM/CI/2022-2023/1745

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- 2) You may have to conduct the classes in your designated school in online or combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.

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ILM/CI/EML/22-23/003/1.0

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RefCode:ILM/CI/2022-2023/1745

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Part-1

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2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. (**Candidates can also opt to stay on their own at their own cost**)
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B) In case of Covid or Covid type of situation or for any other reason the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part-2

1. **Performance Based Incentives:** Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ` 500/- per month to ` 2,000/- per month or as decided by ILM.

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RefCode:ILM/CI/2022-2023/1745

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3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.
4. After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorate basis depending on the number of days you attend the training, in the name of "CampusGuide (P)Ltd" or otherwise decided by ILM.

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The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

B.JHANSI RANI

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to appoint you in our organization as LOBBY EXECUTIVE with effect from 21/06/2022 on the following terms and conditions:

You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period/s unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.

You will be paid salary of Rs.17,000.00 (Rupees Seventeen Thousand Only) per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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VIJAYAWADA

9. You will work in the Section / Department wherever you are placed and shall discharge the duties assigned to you from time to time to the utmost satisfaction of the organization. Salary will not accrue or become due or payable to you unless you have actually executed or carried out the work assigned to you by the Management. You shall also work extra time on normal working days and also on weekly / paid holidays whenever called upon to do so depending on exigencies of work of the organization.
10. Your services are liable to be transferred from one post to another, from one job to another, from one Department to another or to any of the organization's offices/branches or work place or sites or any sister concerns/ divisions any where in India whether existing or to be opened in future.
11. You shall not engage yourself directly or indirectly in any other business or employment while you are in the service of the company and you shall devote your whole time and best skill and efforts in the service of the company.
12. You shall do everything within your duties and take precaution to safeguard the organization's property and interests and to prevent any loss or damages to organization's property caused due to negligence, mishandling or non - performance during the course of your duties or otherwise.
13. If at any time it is found that you had at the time of appointment or thereafter given false information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information knowing it to be false, or had knowingly suppressed any such information, your employment in the organization will stand terminated from the day a communication in this regard is posted and delivered to you, without payment of any compensation or any benefits whatsoever.
14. You shall not take any papers, books, documents, computer software materials, or any other property of the organization out of the work place/ premises nor shall you in any way at any time disclose, divulge to anybody or make public any information or matter concerning the activities, accounts, transactions, dealings, trade/ business secrets, or information relating to or of the organization or its business or otherwise, whether the same may be confided in you or become known to you in the course of your employment or otherwise, not only during your service but even after you cease to be in the service of the organisation. You shall be responsible for and shall take care of all books, computer software materials, documents or any other property/ies of the company generally and specifically entrusted to you.
15. In the event of your leaving the service of the company either by termination or your deciding to leave our employment of your own or by retirement or for any other reason, then you will be obliged to account for and return any property including cash if any in your custody or charge or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your salary, monetary benefits, dues and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
16. You are required to submit the following documents and certificates in original at the time of your joining duties.
- Birth Certificate or authentic documentary evidence like SSLC Certificate to prove your correct date of birth.
 - Documents in proof of your educational and other technical qualifications and previous experience if any.

If the above terms and conditions are acceptable to you, you may return the duplicate copy of the letter duly signed signifying your acceptance and report for duty on 21/06/2022 at VIJAYAWADA - M. G. ROAD after complying with the aforesaid conditions of employment.

We welcome you and hope our association will be long and mutually rewarding.

Yours faithfully,

for MUTHOOT FINANCE LIMITED

Deputy General Manager – Business Partner



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VIJAYAWADA-521 10

Reg. Office: 2nd Floor, Muthoot Chambers, Opp. Saritha Theatre Complex, Banerji Road, Ernakulam - 682 018, Kerala, India
Phone: +91 484 239 6478/ 239 4712 - Fax: +91 484 239 6506/ 239 7399

Corp. Office South: Plot No. 90, Kacharakannahalli, Kuriyanapalya, St. Thomas Town Post, Lingarajapuram, Bangalore - 560 084, Karnataka, India
Phone: +91 080 2548 9950

mails@muthootgroup.com | www.muthootgroup.com | CIN: L65910KL1997PLC011300

The Muthoot Group - 20 Diversified Business Divisions
Financial Services | Wealth Management | Money Transfer | Foreign Exchange | Securities | Media | Vehicle & Asset Finance
Information Technology | Healthcare | Housing & Infrastructure | Education | Power Generation | Leisure & Hospitality
Vehicle Loan | Plantations & Estates | Precious Metals | Housing Finance | Overseas Operations | Personal Loan | Micro Finance

Muthoot Family - 800 years of Business Legacy



The Muthoot Group



VIJAYAWADA - M. G. ROAD

Ref: 025-CDR/03029/22

Date: 21/06/2022

G.V.PAVAN KUMAR

Sub: LETTER OF APPOINTMENT

With reference to your application dated 11/05/2022, and subsequent interview you had with us, we are pleased to point you in our organization as LOBBY EXECUTIVE with effect from 21/06/2022 on the following terms and conditions:

You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such period/s as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period/s unless you are specifically informed in writing to that effect. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment lieu of notice. The company management will be the sole judge as to the question of your work and /or performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.

You will be paid salary of Rs.17,000.00 (Rupees Seventeen Thousand Only) per month during your period of probation including all allowances. You will be eligible for Contributory Provident Fund, ESI, etc as per the rules of the Company.

If you are confirmed in the service of the company your age of retirement will be 55 years and your date of birth determined will be as per your declaration in the employment application based on the proof of age furnished by you. The Management may at its sole and absolute discretion to re - employ you on such terms and conditions and for such duration as may be decided by the company.

After you are confirmed, your service with the company may be terminated with two month's notice in writing from either side or salary in lieu of notice. However in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.

If you desire to withdraw your placement before one year of service, you shall full fill the terms and conditions mentioned in the letter of undertaking given by you. If it is after one year, you shall give two month's notice or two month's salary in lieu of such notice to the organization of your intention to do so.

At the time of your joining or at any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organisation's cost by any Registered Medical Practitioner of choice of the organization. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited if such detection is made prior to your confirmation and if it is after your confirmation, your service will then be terminated by giving you two month's notice or salary in lieu of notice.

During your employment with the organization you shall be subject to such rules and regulations as are made by the organization from time to time at its discretion, whether they are individually notified to you or not. In the interest of this organisation, you agree that, you will not be taking up any other assignments with any of the competitive firms of this company (viz. other non - banking finance companies or scheduled banks doing gold loan business) within 2 years of date of relief.

If you absent from work without leave, intimation / permission continuously for a period of 15 days or more, you shall be deemed to have abandoned your employment with the company with effect from the date of commencement of such absence.

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ENIKEPADU, VIJAYAWADA-521 108.

DOC: - SA/TA/Hyd/2023/3283

Date: -1/7/2023

Dear Kadham Yamini

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 **8/1/2023** 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 Date: 2023.01.07

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2023/3287

Date: -1/7/2023

Dear Thota Deekshitha

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 **8/1/2023** 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 Date: 2023.01.07

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2023/3282

Date: -1/7/2023

Dear Geetha Devanaboyina

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 **8/1/2023** 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 Date: 2023.01.07

Manish Modi
Manager Recruitment

M.P.
4

DOC: - SA/TA/Hyd/2023/3285

Date: -1/7/2023

Dear Lakshmipalem Meghana

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 **8/1/2023** 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 Date: 2023.01.07

Manish Modi
Manager Recruitment

MEA
5

DOC: - SA/TA/Hyd/2023/3286

Date: -1/7/2023

Dear Shaik Rameeja

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 **8/1/2023** 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 Date: 2023.01.07

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2023/3284

Date: -1/7/2023

Dear Katha Nikitha Sree

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 **8/1/2023** 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 Date: 2023.01.07

Manish Modi
Manager Recruitment





RefCode:ILM/CI/2022-2023/1745

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. SHAIK RAMEEJA

Date:07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty-Communicative English" under ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online/physical training for a period of minimum 4-6 weeks in Bangalore during July 2022. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.



RefCode:ILM/CI/2022-2023/1745

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You may have to conduct the classes in your designated school in online or combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty) the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



RefCode:ILM/CI/2022-2023/1745

Financial Growth

Part-1

1. You will be paid ` 19,500/- (Rupees Nineteen Thousand Five Hundred only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. (Candidates can also opt to stay on their own at their own cost)
3. A) In case of Covid or Covid type of situation or for any other reason the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reason the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part-2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ` 500/- per month to ` 2,000/- per month or as decided by ILM.



RefCode:ILM/CI/2022-2023/1745

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ` 2,000/- per month to ` 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.
4. After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorate basis depending on the number of days you attend the training, in the name of "CampusGuide (P)Ltd" or otherwise decided by ILM.



RefCode:ILM/CI/2022-2023/1745

You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number/Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **12-07-2022**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD



RefCode:ILM/CI/2022-2023/1745

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 19,500
Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 15,908
Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750
ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593
Take Home	₹ 13,838
Total CTC (1) + (2)	₹ 19,500
Note:	
1. You will be provided free standard outstation accommodation at your place of posting.	
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).	
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)	
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)	



Ref Code: ILM/CI/2023-2024/041

ILM'S Educate India Internship (IEID)
OFFER LETTER

To,
Ms. Yenugu Maneesha Sravani

Date: 16-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a "Faculty - Communicative English" under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2023-2024/041

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



Ref Code: ILM/CI/2023-2024/041

Financial Growth

Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.
B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.



Ref Code: ILM/CI/2023-2024/041

2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.



Ref Code: ILM/CI/2023-2024/041

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on 080 - 42181313 / 26606816 / 26606846.

Note: Even though the last date for acceptance is set as 31-03-2023, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD - Recruitment and Operations



Ref Code: ILM/CI/2023-2024/041

Annexure - 1			
CTC Breakup Per Month			
CTC	₹ 21,000		
Breakup of the Compensation		Deductions	
Basic + VDA	₹ 16,261	Professional Tax	₹ 200
Special Allowance	₹ 946	ESI Contribution	₹ 130
Performance Based Incentives *	₹ 0	PF Contribution (Savings)	₹ 1,800
Gross Earnings (1)	₹ 17,207	ILM's Contribution	
		ESI Contribution	₹ 560
		PF Contribution (Savings)	₹ 1,800
		Bonus (will be paid in / after April)	₹ 1,433
		Total (2)	₹ 3,793
Take Home	₹ 15,077	Total CTC (1) + (2)	₹ 21,000
Note:			
1. You will be provided free standard outstation accommodation at your place of posting.			
2. Travelling allowance will be paid wherever applicable as per ILM's policy. (At the place of posting).			
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)			
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM's notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)			

ILM/F/023/1.0



Ref Code: ILM/CI/2023-2024/042

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **31-03-2023**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD - Recruitment and Operations



Ref Code: ILM/CI/2023-2024/042

2. **Additional Mandatory Incentives:** If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.



Ref Code: ILM/CI/2023-2024/042

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.



XLTECK -SHIVAAN TECHNOLOGIES OPC PVT

11(A), DURZONE, GAMING ARENA, TADEPALLE, GUNTUR (DT)-522501
info@xlteck.com, www.xlteck.com; B142550968



DATE-01/03/2023

TO

G.Pavani

Congratulations!!!

Welcome to the family of "XLTECK" (An Organization registered with the name SHIVAAN TECHNOLOGIES OPC PVT LTD) As per the conversation we made with you during the period in the interview. We are happy to offer you the position of "Jr. Software Developer" with a pay package 2.3 - 3.5 LPA your joining date will be on 15th day of May 2023. In training period, Rs.15000 stipend will be provided.

Please, kindly accept the offer.

HR SIGNATURE





XLTECK-SHIVAAN TECHNOLOGIES OPC PVT

31A, DURKON, GAMING ARENA, TADEPALLE, GUNTUR (101)-522501
info@xlteck.com | www.xlteck.com | 8542550968



DATE-01/03/2023

TO

Y. M. Sarvani

Congratulations!!!

Welcome to the family of "XLTECK" (An Organization registered with the name SHIVAAN TECHNOLOGIES OPC PVT LTD) As per the conversation we made with you during the period in the interview. We are happy to offer you the position of "Jr. Software Developer" with a pay package 2.3 - 3.5 LPA your joining date will be on 15th day of May 2023. In training period, Rs.15000 stipend will be provided.

Please, kindly accept the offer.

HR SIGNATURE





TO

DATE-01/03/2023

B. Tejaswini

Congratulations!!!

Welcome to the family of "XLTECK" (An Organization registered with the name SHIVAAN TECHNOLOGIES OPC PVT LTD) As per the conversation we made with you during the period in the interview. We are happy to offer you the position of "Jr. Software Developer" with a pay package 2.3 - 3.5 LPA your joining date will be on 15th day of May 2023. In training period, Rs.15000 stipend will be provided.

Please, kindly accept the offer.

HR SIGNATURE





TO

DATE-01/03/2023

T. Deekswitha.

Congratulations!!!

Welcome to the family of "XLTECK" (An Organization registered with the name SHIVAAN TECHNOLOGIES OPC PVT LTD) As per the conversation we made with you during the period in the interview. We are happy to offer you the position of "Jr. Software Developer" with a pay package 2.3 - 3.5 LPA your joining date will be on 15th day of May 2023. In training period, Rs.15000 stipend will be provided.

Please, kindly accept the offer.

Aishan
 HR SIGNATURE





XLTECK -SHIVAAN TECHNOLOGIES OPC PVT

TECHNOLOGIES, CHANNarayana, T. N. ROAD, COIMBATORE, KARNATAKA
www.xltech.com | www.shivaan.com | 8122150642



DATE-01/03/2023

TO

K Nikitha sree

Congratulations!!!

Welcome to the family of "XLTECK" (An Organization registered with the name SHIVAAN TECHNOLOGIES OPC PVT LTD) As per the conversation we made with you during the period in the interview. We are happy to offer you the position of "Sr. Software Developer" with a pay package 2.3 - 3.5 LPA your joining date will be on 15th day of May 2023. In training period, Rs.15000 stipend will be provided.

Please, kindly accept the offer.

Akshay
HR SIGN

10/11/2023

Doc #: EMP/COL/PK/10032023/12010

March 10, 2023

Dear Ms. Pragathi Karl,

CONDITIONAL OFFER LETTER

As per the interview held at Maintec Technologies Pvt Ltd, on January 24, 2023, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

- Your designation will be Technical Support Engineer-L1 (Network Analyst/DC-Ops)
- Your initial place of work will be at Bangalore / Chennai / Noida.
- On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
- You will be entitled to an all-inclusive compensation (Cost to Company) of Rs.2,22,000/- (Rupees Two Lakh Twenty Two Thousand Only) per annum. exclusive of the additional reimbursement provided and applicable Tax will be deducted.
- You agree for the fact that after the successful completion of training & client assessment, you shall join the client location as intimated and as per the employment terms and conditions without fail.
- Maintec won't charging anything for training.
- Once you Left the company you need to submit the asset clearance Acknowledgement then only will release exp letter or reliving letter.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 57 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
Maintec Technologies Pvt. Ltd,

Ramya M
Associate HR Manager

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **June 13, 2023** or any other date which may be decided as per mutual discussions.

Candidate's Signature: _____ Date: _____

Note #1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.

Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential



Doc #: EMP/COL/GD/10032023/12021

March 10, 2023

Dear Ms. Geetha Devanaboyina,

CONDITIONAL OFFER LETTER

As per the interview held at Maintec Technologies Pvt Ltd, on January 24, 2023, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

- Your designation will be **Technical Support Engineer-L1 (Network Analyst/DC-Ops)**
- Your initial place of work will be at **Bangalore / Chennai / Noida**.
- On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
- You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,22,000/- (Rupees Two Lakh Twenty Two Thousand Only)** per annum exclusive of the additional reimbursement provided and applicable Tax will be deducted.
- You agree for the fact that after the successful completion of training & client assessment, you shall join the client location as intimated and as per the employment terms and conditions without fail.
- Maintec won't charging anything for training.
- Once you Left the company you need to submit the asset clearance Acknowledgement then only will release exp letter or reliving letter.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 57 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd.

Ramya M
Associate HR Manager

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **June 13, 2023** or any other date which may be decided as per mutual discussions.

Candidate's Signature: _____ Date: _____

Note #1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.

Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

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Maintec Confidential



Doc #: EMP/COL/MY/10032023/12018

March 10, 2023

Dear Ms. Maneesharavani Y ,

CONDITIONAL OFFER LETTER

As per the interview held at Maintec Technologies Pvt Ltd, on January 24, 2023, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

- Your designation will be **Technical Support Engineer-L1 (Network Analyst/DC-Ops)**
- Your initial place of work will be at **Bangalore / Chennai / Noida.**
- On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
- You will be entitled to an all-inclusive compensation (Cost to Company) of **Rs.2,22,000/- (Rupees Two Lakh Twenty Two Thousand Only)** per annum. exclusive of the additional reimbursement provided and applicable Tax will be deducted.
- You agree for the fact that after the successful completion of training & client assessment, you shall join the client location as intimated and as per the employment terms and conditions without fail.
- Maintec won't charging anything for training.
- Once you Left the company you need to submit the asset clearance Acknowledgement then only will release exp letter or reliving letter.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 57 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd,

Ramya M
Associate HR Manager

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **June 13, 2023** or any other date which may be decided as per mutual discussions.

Candidate's Signature: _____ Date: _____

Note #1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.

Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential



Doc #: EMP/COL/NK/10032023/12009

March 10, 2023

Dear Ms. Nikithasree Kotha,

CONDITIONAL OFFER LETTER

As per the interview held at Maintec Technologies Pvt Ltd, on January 24, 2023, we are pleased to engage your services after the successful completion of training and client assessment as per details given below:

- Your designation will be Technical Support Engineer-L1 (Network Analyst/DC-Ops)
- Your initial place of work will be at Bangalore / Chennai / Noida.
- On Successful completion of training, subsequent assessments and deployment, you will be an employee of Maintec Technologies Pvt. Ltd. and deployed at our Client location.
- You will be entitled to an all-inclusive compensation (Cost to Company) of Rs. 2,22,000/- (Rupees Two Lakh Twenty Two Thousand Only) per annum. exclusive of the additional reimbursement provided and applicable Tax will be deducted.
- You agree for the fact that after the successful completion of training & client assessment, you shall join the client location as intimated and as per the employment terms and conditions without fail.
- Maintec won't charging anything for training.
- Once you Left the company you need to submit the asset clearance Acknowledgement then only will release exp letter or reliving letter.

A training letter will be issued to you for your signature at the start of the training. An appointment letter will be issued to you upon successfully scoring a minimum of 57 marks on Versant Test and final approval after the client's technical round.

You are requested to sign and upload the original copy of this letter as a token of your acceptance of the above offer.

Sincerely,
For Maintec Technologies Pvt. Ltd,

Ramya M
Associate HR Manager

I agree to accept employment on the above-mentioned terms and conditions and I will report to duty on **June 13, 2023** or any other date which may be decided as per mutual discussions.

Candidate's Signature: _____ Date: _____

Note #1: In the event you fail to join Maintec or client as per the agreed joining date, Maintec has the right to take appropriate legal action against you and recover any penalties imposed.

Note #2: Maintec does not charge any fee at any stage of recruitment of employees for its rolls or for deputation at clients' locations and it has not authorized any agency/partner to collect any fee for recruitment.

Maintec Confidential





SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: SRK Institute of Technology

Date: 11-Apr-2023

Dear Geetha Devanaboyina

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

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

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

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil
Nadu, PIN 600063

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OPTUS INFOTECH
Private Limited

Date: 06-Mar-2023

Employee Name: Kosuru Asmitha
Reference Code: Ref/OIT/1615
Address: H. No. 4-60, Kosuru Vari Palem, Mopidevi,
Krishna-521125, Andhra Pradesh.

Offer Letter

Dear Kosuru Asmitha

Congratulations! We are pleased to confirm that you have been selected to work with **Optus Infotech Private Limited**. We are delighted to make you the following job offer:

The position we are offering you is that of **Test Associate** with an annual cost to company of ₹ **2,64,000/-**.

We would like you to start work on **13-Mar-2023** Please report to **Pavani Kumari Bhogadi** for documentation and orientation. If this date is not acceptable, please contact us immediately. On joining, you will be invited to our HR tool in which you may be required to upload your documents.

Refer the below **Annexure-A** for the terms & conditions of **Optus Infotech Private Limited**. Please sign the enclosed copy of this letter and return it to me by **07-Mar-2023** to indicate your acceptance of this offer.

Best Wishes



Nalini
Nalini Muthamsetty,
HR Manager – Human Resource Department
Optus Infotech Private Limited

Freehand



Level 2, Mytri Square, Gachibowli-Miyapur Road,
Near State Bank of India, Prashanth Nagar Colony,
Hyderabad - 500084.



Info@optusinfo.com



www.optusinfo.com



+91 90143223896



Annexure-A

1. Posting and Transfer:

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

You will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline, and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

Talwar





7. False Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on the confirmation, the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse, or neglect to carry out and perform the duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
- If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.





Annexure-B

STRUCTURE OF SALARY

Earning Components	Monthly Amount In Rs. (₹)	Yearly Amount In Rs. (₹)
Basic	₹ 11,000.00	₹ 1,32,000.00
House Rent Allowance	₹ 4,400.00	₹ 52,800.00
Special Allowance	₹ 3,750.00	₹ 45,000.00
Medical Allowance	₹ 1,250.00	₹ 15,000.00
Conveyance Allowance	₹ 1,600.00	₹ 19,200.00
Total Gross Earnings	₹ 22,000.00	₹ 2,64,000.00
Incentive Pay		₹ 0.00
Total Earnings with Incentive Pay		₹ 2,64,000.00

We are confident that you will be able to make a significant contribution to the success of **Optus Infotech Private Limited.**, and look forward to working with you.

ACCEPTANCE

I, **Kosuru Asmitha** . have read and understood the above terms and conditions and hereby confirm my acceptance of the same.

Signature: _____ Date: _____

Kosuru Asmitha



Ref No: 19975116
13-Mar-2023



21

Kovvuri Sai Deepika

Dear Kovvuri Sai,

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

Your annual total compensation will be **INR 210,002**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

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

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

Please note:


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

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

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

Best regards,

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


Shibu Balakrishnan
AVP - HR

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

Signature: K Saideepika

Date: 14/03/2023

Compensation and Benefits

Name: Kovvuri Sai Deepika

Designation: Process Executive -
Data

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1382.142857	16,586
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4574	54,888
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	444	5,328
Annual Gross Compensation			210,002
Annual Total Compensation			210,002
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			229,502

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

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

Leave and vacation:

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

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

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

Provident Fund Wages:

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

K. Sai Deepika

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



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

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

Employee State Insurance (ESI):

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

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

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

* Flexible Benefit Plan:

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

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

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

Note

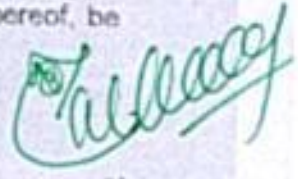
- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during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

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 13-Mar-2023 between:

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

AND



Kovuri Sai Deepika, 23 (Age) residing at

K Saideepika

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

2-22 SAINAGAR (DIGNITY) INTERVIEW TEST (hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

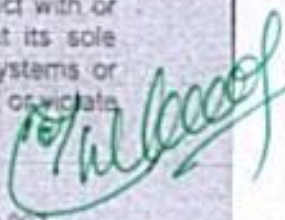
You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties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

3. No Alternate Employment, No Conflict, Etc.

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

K. Sai deepika

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



4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

K. Saideepika

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



- a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.
- b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.
- c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.
- d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

K. Sai deepika

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K. Sai deepika

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

10. Representations and Warranties

By signing below,

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

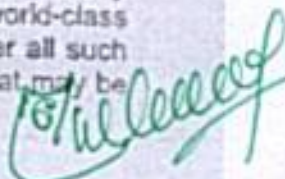
11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

K saideepika



13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

K. Saideepika

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18. Dispute Resolution and Governing law

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

19. General

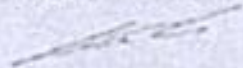
This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate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

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof. You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

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

Cognizant Technology Solutions India Private Limited

Kovvuri Sai Deepika


Shibu Balakrishnan
AVP - HR

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

Signature: K. Sai Deepika

Date: 14/03/2023



DOC: - SA/TA/Hyd/2023/3258/DT**Date: -01/07/2023****Dear G.PAVANI****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 **07/04/2021**. 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 Date:
2021.03.31

Manish Modi
Manager Recruitment

October 31, 2022

OFFER LETTER

Dear **Viajaykumar Visalakshi**,

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

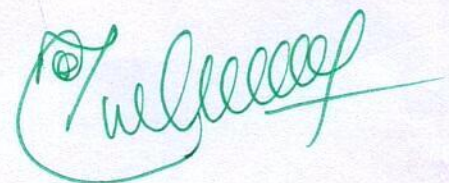
For Logik Works

ACCEPTED



Sumanjan Goeranka
Founder & CEO

Viajaykumar Visalakshi
Date:



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Annexure I

Name	Viajaykumar Visalakshi	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

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Sumanjan Gorenka
Founder & CEO

Signature of the Candidate

(Handwritten Signature)
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Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Viajaykumar Visalakshi** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) **At will**

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) **Breach or Misconduct**

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

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Signature of the Candidate



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10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

Name:

Signature:

Place:

Date:

Witness Name:

Witness Signature:

Place:

Date:



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4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

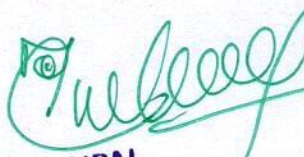
This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

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Signature of the Candidate

A handwritten signature in blue ink, appearing to read 'Chandrasekar', is written over a blue ink stamp.

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genpact

Transformation
Happens Here

Dear N.V.TULASI,
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated August 2, 2023
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), it is mandatory for you to submit the below mentioned documents and details before/on your joining date:

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self-attested cancelled cheque (**if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

**The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme. if your CTC is more than 2.6 lakhs. you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring Team

Accepted and Agreed

N.V.TULASI

Genpact India Private Limited

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep

Building 7,

Tolstoy Marg, New Delhi-110001

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Transformation
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Company Contribution ESIC	As per Act
Gratuity	10,302.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	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.

- 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.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- The Company 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 will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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ANNEXURE - II
COMPENSATION DETAILS

NAME	N.V.TULASI
BAND	5A
DESIGNATION	Process Associate
LOCATION	India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office
COMPONENTS	AMOUNT (PER ANNUM)
BASIC PAY	214,286.00
EMPLOYER CONTRIBUTION TO PF	25,714.00
HOUSING RENT ALLOWANCE	0.00
FIXED PAY	240,000.00
ANNUAL PERFORMANCE BONUS*(APB)	7200
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	AMOUNT (PER ANNUM)
Best Performer	48,000.00
Average Performer	18,000.00
Low Performer	0.00
Total Earning Potential	Amount (Per Annum)
Best Performer	295,200.00
Average Performer	265,200.00
Low Performer	247,200.00
Benefits	Amount (Per Annum)
Life Insurance	3 times of your Annual Fixed Pay or INR 14,00,000.00/- (whichever is higher)
Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	3 times of your Annual Fixed Pay or INR 14,00,000/- (whichever is higher)
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President-HR

Accepted and Agreed

N.V.TULASI

Genpact India Private Limited

CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep
Building 7,

Tolstoy Marg, New Delhi-110001

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
VIJAYAWADA-521 108.



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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. 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. Employee Pension number provided by your previous employerOR
 - e. Date of joining & leaving from previous employer
 - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
 3. Below mentioned KYC (Know Your Customer) Documents
 - a. Copy of PAN
 - b. Copy of Aadhaar Card.
 - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
 4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] 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
5. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one

Genpact India Private Limited

CIN: U73100DL2005PTC307363

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

7. The Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirement will be duly communicated to you in advance. You will be expected to attend office week unless otherwise required or communicated by the Company, except while travelling on business – as assigned to you by your supervisors. Weekly offs and holidays will be governed as per applicable legislations and the relevant Company Policies.

8. 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.

9. Please note you have agreed that you shall provide Genpact the Relieving Letter (if applicable) from our previous employer within 60 days from time of joining the company, failing which your employment with Genpact shall be terminated. Such termination will be without prejudice to the Company's right to proceed against you through legal means to recover any other amounts due from you to the Company.

10. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per the 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 irrespective of the fact that you may have formally commenced your training/employment with the Company.

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

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

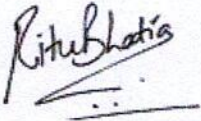
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12. This letter of intent is valid for September 27, 2023 from the date of issue unless otherwise specified. In case any terms or conditions are not met, this letter of intent will be considered automatically withdrawn without any obligation on part of the Company.

13. To be filled by the hiring team :Is availability of Valid passport is a precondition for employment Yes () No () **Kindly sign and Initial each page of this letter and return a copy in acceptance. We welcome you and wish you every success in your career with Genpact.**

For Genpact India Pvt. Ltd.

Accepted and Agreed



N.V.TULASI

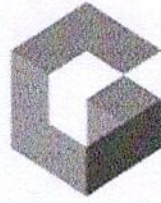
Ritu Bhatia
Senior Vice President-HR

In case of any questions / clarifications regarding your appointment letter/joining/other queries, please contact Pritpal Singh between 11 am to 7 pm (Monday to Friday)

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001



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HIG014339-7055504

Date: August 2, 2023
Dear: N.V.TULASI

Sub: Letter of Intent

Congratulations! You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate**.

You will be issued a letter of appointment upon meeting the pre requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

Salient terms and conditions of your appointment with the Company are as follows.

1. Your annual Cost to Company (CTC) will be **INR 240,000.00**. Variable component is additional and is paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**. However; the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:

- Date of Joining: **August 28, 2023**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Stellar 135 Building, Plot No 5 and 6, Sec-135, Noida, 201301, U.P. ,7th Floor, On-boarding Room , Noida
HYD	10:00	Genpact, Security In Gate no 3, 14-45,IDA,opp NGRI, Habsiguda,Uppal,Hyd-500009
JPR	9:30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact, # 99, Surya Park, Electronic City, Bangalore – 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. - IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata

**In order to experience a smooth Onboarding, please reach the venue on time

5. 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."

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001

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HIG014339-7055504

Date: August 2, 2023

Dear: KHALEEL

Sub: Letter of Intent

Congratulations! You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate**.

You will be issued a letter of appointment upon meeting the pre requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

Salient terms and conditions of your appointment with the Company are as follows.

1. Your annual Cost to Company (CTC) will be **INR 240,000.00**. Variable component is additional and is paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**. However; the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:

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JPR	9:30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
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**In order to experience a smooth Onboarding, please reach the venue on time

5. 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."

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Company Contribution ESIC	As per Act
Gratuity	10,302.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
<u>Education@Work</u> : Professional Advancement Programs	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.

- 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.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- The Company 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 will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

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ANNEXURE - II
COMPENSATION DETAILS

NAME	PATAN KHALEEL
BAND	5A
DESIGNATION	Process Associate
LOCATION	India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office
COMPONENTS	AMOUNT (PER ANNUM)
BASIC PAY	214,286.00
EMPLOYER CONTRIBUTION TO PF	25,714.00
HOUSING RENT ALLOWANCE	0.00
FIXED PAY	240,000.00
ANNUAL PERFORMANCE BONUS*(APB)	7200
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	AMOUNT (PER ANNUM)
Best Performer	48,000.00
Average Performer	18,000.00
Low Performer	0.00
Total Earning Potential	Amount (Per Annum)
Best Performer	295,200.00
Average Performer	265,200.00
Low Performer	247,200.00
Benefits	Amount (Per Annum)
Life Insurance	3 times of your Annual Fixed Pay or INR 14,00,000.00/- (whichever is higher)
Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	3 times of your Annual Fixed Pay or INR 14,00,000/- (whichever is higher)
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia
Senior Vice President-HR

Accepted and Agreed

PATAN KHALEEL

Genpact India Private Limited

CIN: U73100DL2005PTC307363
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Building 7,
Tolstoy Marg, New Delhi-110001

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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. 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. Employee Pension number provided by your previous employerOR
 - e. Date of joining & leaving from previous employer
 - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
 3. Below mentioned KYC (Know Your Customer) Documents
 - a. Copy of PAN
 - b. Copy of Aadhaar Card.
 - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
 4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] 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
5. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one

Genpact India Private Limited

CIN: U73100DL2005PTC307363

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Tolstoy Marg, New Delhi-110001

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P.O. VIJAYAWADA - 520 018.

12. This letter of intent is valid for September 27, 2023 from the date of issue unless otherwise specified. In case any terms or conditions are not met, this letter of intent will be considered automatically withdrawn without any obligation on part of the Company.

13. To be filled by the hiring team :Is availability of Valid passport is a precondition for employment Yes () No () **Kindly sign and Initial each page of this letter and return a copy in acceptance. We welcome you and wish you every success in your career with Genpact.**

For Genpact India Pvt. Ltd.

Accepted and Agreed

Ritu Bhatia
Senior Vice President-HR

PATAN KHALEEL

In case of any questions / clarifications regarding your appointment letter/joining/other queries, please contact Pritpal Singh between 11 am to 7 pm (Monday to Friday)

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

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

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- 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.

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HIG014339-7055504

Date: August 2, 2023

Dear: PATAN
KHALEEL

Sub: Letter of Intent

Congratulations! You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate**.

You will be issued a letter of appointment upon meeting the pre requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

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3. Your initial place of work will be **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**. However, the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:

- Date of Joining: **August 28, 2023**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
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HYD	10:00	Genpact, Security In Gate no 3, 14-45,IDA,opp NGRI, Habsiguda,Uppal,Hyd-500009
JPR	9:30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact, # 99, Surya Park, Electronic City, Bangalore – 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. - IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata

**In order to experience a smooth Onboarding, please reach the venue on time

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TADU, VIJAYAWALA



RefCode:ILM/CI/2022-2023/1745

ILM'S EducateIndia Internship (IEII)
OFFER LETTER

To,
Ms. VIJAY KUMAR VISALAKSHI

Date:07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty-Communicative English"** under ILM'S EducateIndia Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online/physical training for a period of minimum 4-6 weeks in Bangalore during July 2022. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

ILM/CI/EML/22-23/003/1.0

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ENIKEPADU, VIJAYAWADA-521



RefCode:ILM/CI/2022-2023/1745

b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You may have to conduct the classes in your designated school in a nonlinear combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty) the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

ILM/CI/EML/22-23/003/1.0

Page 2 of 6

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Financial Growth

Part-1

1. You will be paid ` 19,500/- (Rupees Nineteen Thousand Five Hundred only) **CTC-Cost to the Company per Month** from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. **(Candidates can also opt to stay on their own at their own cost)**
3. **A) In case of Covid or Covid type of situation or for any other reason the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.**
B) In case of Covid or Covid type of situation or for any other reason the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part-2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ` 500/- per month to ` 2,000/- per month or as decided by ILM.

ILM/CI/EML/22-23/003/1.0

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BANGALORE-560 004.



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2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ` 2,000/- per month to ` 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.
4. **After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorata basis depending on the number of days you attend the training, in the name of "CampusGuide (P)Ltd" or otherwise decided by ILM.**

ILM/CI/EML/22-23/003/1.0

Page 4 of 6



RefCode:ILM/CI/2022-2023/1745

You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Aadhar Number/Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 – 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **12-07-2022**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD

ILM/CI/EML/22-23/003/1.0



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Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 19,500
Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 15,908
Take Home	₹ 13,838
Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750
ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593
Total CTC (1) + (2)	₹ 19,500
Note:	
1. You will be provided free standard outstation accommodation at your place of posting.	
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).	
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)	
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)	

ILM/F/023/1.0

5

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19th September 2022

To,

A. Niharika

9-61, TF-2, Balaji towers,

Enkeipadu, Vijayawada

Andhra Pradesh -521286

Phone: +91 8309481320

Appointment Letter

Dear **A. Niharika**,

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as “**Business Sales Associate**” in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only (2.40 Lakh Only)** per annum (Ref Annexure-A) (Hereafter referred to as Annual Salary)

Your Employment with us will be governed by the terms and conditions referred herein Annexure-B. Please acknowledge a copy of this appointment letter.

You are advised to report to **HR Department at 09.00 a.m. latest by 19th September 2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicated to you in writing. This offer is valid subject to successful background verification checks at

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ANNEXURE – C

At the time of joining, Employee is requested to bring the following documents (Wherever applicable) in **Original**, along with a photocopy of each.

1. Resume supplied for the interview
2. All educational documents right from 10th to highest degree (need to bring originals for verification)
3. Filled Employment background application form (if applicable)
4. PAN Card and proof of PAN Number (If applicable)
5. Valid passport will be required in case Employee is advised to travel on site projects
6. Relieving letter or duly accepted resignation letter from present employer, previous salary bank statements and experience letter from all your previous and present employers (if applicable)
7. Latest six months' Pay slips from present employer (if applicable)
8. Form 12B/ Form 16 from all previous and present employers (if applicable)
9. Four passport size photographs
10. Any proof of present address and Proof of permanent address

Please bring all the certificates supporting educational qualifications along with marksheets and any other relevant documentation in original for verification only.

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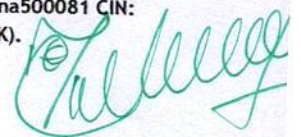
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- Employees should not work directly or indirectly with any of the Snovasys Clients or any third parties that Snovasys introduces during the employment with Snovasys for 36 months from the employee's relieving date
- Employee needs to get a written no-dues certificate from employer
- Employee would have no copyrights on the development. All the copyrights will be either with the Employer or the end clients who may have ultimate rights on the source code
- Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices
- Any violation will be met with the full force of law in both under the India/U.K laws or any other country laws as applicable.

The above terms and conditions are based on Company policies, procedures and other rules currently applicable and are subject to amendments from time to time. Employee shall abide by other rules and regulations of the Company as shall be in force from time to time.

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- Employee confirms that he has never subcontracted the work to any other during his employment
- Employee has not distributed the source code to any other.
- Employee had full control of the source code given to him at alltimesandcanconfirmthatsource code was safe, secure at all times under Employee's visibility
- Employee takestheresponsibilitytoensurealltheworkiscarriedoutfollowingallthelegal guidelines as applicable
- Therewasnochance that any other could have stolen or copied the source code from employee's computers
- Employee do nothaveanybackupsofthesourcecodeinanyformincludingbutnotlimitedto cloud, printed, hard disk, pen drive.
- Employee do not have any way of retrieving the source code after he leaves the employment
- Employee confirms that he does not hold any access keys, security information that can or willbe used to access clients computers or clients IT resources
- No backups or archives are kept in connected or disconnected form or printed form.
- Any known violations will be immediately notified to the employer via at least one form of communication with full disclosure on how the violation has happened
- Source code was not uploaded into any publiclysharesiteswithanyintention.Non-profitreasons are not valid justification.
- Employee has followed the industry standard coding standards and there will no violation of any copyrights to any other individual, organization or company or any other companies
- The Employee agrees that any breach of this Agreement will result in irreparable harm to the employer for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwiseavailableatlaw,theEmployershallbeentitledtoequitablerelief,including injunction, in the event of such breach.
- All right and property in and to the Confidential Information, and allcopiesmadethereof,remains with the Employer. The Recipient does not acquire any rights in the Confidential Informationexcept for the limited right to use the Confidential Information for the Purpose. In particular, no license is granted by the Employer to the Employee under any intellectual property right.
- Employer does nottakeanyresponsibilityarisngoutofconflictswithanythirdpartyproviderwith any development using illegal practices

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earlier time as requested by theCompany,youwillimmediatelydeliverallProprietaryInformationinyour possession or control to the Company. In view of the above, you shall be called upon at the time of your joining the company to execute a "Non-DisclosureAgreement" to this effect.

Outside Employment:Employee will not engage yourself or undertake any other gainful employment, business or activity, either part time or full time, directlyorindirectlyorsimultaneouslyaslongasyouare employed with the Company.

Leave:Employee will be entitled to leave as per the leave rules of the Company.

Non-Defamation: The Employee covenants and agrees that during the course of the employment by the Employer andforanytimethereafter,theEmployee shall not,directlyorindirectly,inpublicorprivate,via any medium, deprecate, impugn or otherwise make any remarksthatwouldtendtoorbeconstruedtotend to defame the Employer, its employees or products or its reputation,norshallEmployeeassistany person, firm or company in doing so, except as required by subpoena, court order or other legal process.

Defamation Platforms: Employee agrees not to engage with individuals or create/participate in platforms/user groups viaonline/offlinethathascausedorcanpotentialdefameindividualsassociatedwith the Employer or employer. For violations, employee agrees to clear all the damages claimed by employer

Adherence to rules and regulations:During the employment with the Company, Employee shall be subject to, and abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify from time to time, the rules and regulations, as it deems fit.

Retirement:Employee will automatically retire from the services of the Company on attainingtheageof 58 years (may change based on government policy). Any extensions granted thereafter will be at the sole discretion of the Management.

Jurisdiction:The jurisdiction concerning any dispute arising out of this employment will beinthecourts in Ongole or Hyderabad only.

Afterleaving the company:

- Employeewill remove all the source code from their computer(s), hard drive(s), cloud (s) internal or external to the company.

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No Due Certificate:

Employee must take 'no-due certificate' from employee before being relieved from the employee duties. Employee must return all the assets that had been assigned to the employee during employment. If any such assets are lost or damaged, then the equivalent amount for the damages would need to be paid back to the employer to have the no-dues certificate produced.

Working Hours: Employee working hours will be the working hours of the office from which you operate. There may be occasions when you may have to work beyond normal office hours or during non working days, due to the exigencies of the Company's business and you will not be entitled to any additional compensation on that account.

Guidelines concerning inventions and improvements: Any invention, improvement or designs conceived by you while in our employment, which is within the existing or contemplated scope of the business of the Company, shall become the Company's exclusive property as per Section 17 (c) of the Indian Copyright's Act, 1957. For purposes of this section the expression "the Company" shall in addition to Snovasys Software solutions India Pvt. Ltd., mean and include any firm, person or company subsidiary, affiliate with the company or business partners.

Confidentiality, [Non-Compete Agreement]: employees are required to strictly maintain the confidentiality of and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the Company. Such disclosure will be viewed seriously and you are liable for disciplinary action as per rules of the Company.

Proprietary Information: Employee will not disclose to anyone outside the Company, and will not use except in the business of the Company, any confidential, proprietary or secret information or material relating to the products, services, customers or business operations, personnel or activities of the Company, its licensors, or its clients, any formulae, processes, methods, machines, composition, ideas (collectively, "Proprietary Information"), either during or after employment by the Company in perpetuity, except with the written permission of the Company.

All Proprietary Information (whether or not learned, obtained or developed solely by you or jointly with others) shall remain the property of the Company, and that upon termination of employment or at any

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and bonuses during notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month where the employee's last day falls in.

Travel: Employee may be required to travel on Company business within India and or abroad. The duration of such visits may vary, depending upon the nature of the assignment. There are specific rules governing travel, both domestic and international travel. The Company reserves the right to modify such rules from time to time, to meet changing business needs and scenarios.

Transfer: Employee services may be transferable to any of the branches of the Company, or associate companies or any other company with which this Company may arrive at an understanding or agreement for transfer of services. Employee's place of performance will be the location as specified from time to time.

Negligence: If Employer observes negligence in employee's duties and the productivity is impacted based on that, Employer has the right to defer the salary or withhold the salary based on the seriousness of the root cause.

Performance Reviews: Employee would be eligible for a performance review after completion of at least 1 year of service with the company. And, performance reviews are conducted at the end of every December.

Other Businesses: Employee will not undertake business of similar nature with any other company during the period of employment with this Company or be doing any other work that would yield income directly or indirectly like part time works.

Company Assets: If, during the course of this employment with this Company, employee is provided with company assets, employee shall maintain the same in good working condition and Employee shall return the items to this Company prior to your ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment are liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per provisions of law.

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Where employee is suspended, employees would still need to abide by the commitment period agreed as partofthetermination clause. The period employee is in suspension would need to be compensated to fulfil the commitment period.

Direct Contact with Clients or other related parties:Employee is prohibited from contacting the business customers directly or indirectly with the view of gaining employment or providing servicesfora period of 36 months after the employment is terminated.

Collecting System Data: A software called 'Activity Tracker' would be installed on the employee allocatedsystemand a comprehensive data would be collected from the system that includes but not limitedtoscreenshots,applicationsused,lengthoftimespentagainstvariousactivitiesanddetailedactivity records etc. This would be used in ways that will help Employers go through measure, monitor andimprove employee productivity.

Notice period:Notice period 4 Weeks from the employer and twomonths from the employee for all the permanent employees(Aftercompletionofprobationperiod).Employeesarenoteligibletogetbenefitsand bonuses during the notice period. And, all the salary payments would not be paidduringthenoticeperiod and will be settled as part of the regular payroll of the month when the employee's last day falls in. Ifthe employee leaves the company or gives notice to the company before completing the 2 Months notice (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), the employee will have to refund all the incurred costs for the company. If the employee leaves the companyorgivesnoticetothecompanybeforecompletingthe24Months(unplanned absences or sick absencesorunapprovedabsenceswouldnotbeincludedtowardsthecommitmentperiod), employee will havetorefundalltheincurredcostsforthecompanyincludingrecruitment,trainingandany others as applicable which costs, 3 months of salaries to the day of relieving.

For any reason employee wishes to leave the company during the commitment period, employee is expected to give a minimum of 2 months' notice period alongwithrefundingcostsasspecifiedabove.On receiving a written request from employee to employer stating the reasons to leave,employermaychoose to agree or not agree to reduce the costs to be refunded. The reasons could include falling seriously sick, unable to work, getting married and hence having to shift home, shifting home to a different place, problems to do with colleagues or any other problems. As far possible as Indian law applies, none of the reasons shouldbeanexcusetowaiveoffthecommitmentperiod.Employeeisnoteligibletoget benefits

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unethical practices like “go slow “ or non-cooperation etc. Employee would be required to apply & maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the Company with punctuality. Where, employer suspects that there is deliberate negligence in performance of duties, employer reserves right to move the employee to a different role and change the salary to suit the role being performed. As part of the employment, employer would be collecting the proofs of work in the form of activity details, screenshots or screen videos. And, for any instances of time theft, employer reserves the right to claim back the payments made and collect damages from the employee.

Role Switch as per Employer need: Employee could be switched or allocated additionally to any of the roles during the employment period. The total list of roles include development, QA, QA Lead, Analyst, Mentor, Project Lead, Project Manager or any other role, based on the requirement of the employer. Employee's Role/ Remuneration may change based on the employee performance.

Probation: Employee will be on probation for a period of 4 months. The Company shall have the right to terminate an employee's service with 1 week notice period during 0-1 Month of the probation period, 2 weeks notice period during 1-4 Months of the probation period. If any employee would like to resign he/she must serve 2 months of notice. This overrides any other notice periods specified elsewhere.

Termination of Services: You may be suspended or terminated from services if any gross misconduct or under performance is noticed. Misconduct includes but not limited to not adhering to the company internet usage policy, office culture policy, confidence disclosure policy or any other policies that are laid as company policies. Further to this, any conduct which may lead to direct or indirect losses to the business would be dealt under all legal rules in effect and potentially can lead to a court case being pursued against you.

Employee Suspension: Employer has the right to suspend the employee at any point in time for reasons that employer believes there is a misconduct of an employee or observes deliberate under performance or negligence in the work. If the employee is suspended, employee must not talk to other employees, customers and/or suppliers. Employee can be suspended to the maximum length of 6 months if there is no maximum period that law permits. If there is a maximum specified in the law, that would be used as the maximum length of time employee could be suspended.

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Employment Agreement (Annexure-B)

Agreement made as of this Date between **Snovasys Software Solutions India Pvt. Ltd.** herein called the **“Employer”** and **“Mirza Zeeshan Abbas”** here in after called **“Employee”**, in consideration of the mutual promises and agreements herein contained, the Employer hires and employs the Employee, and the employee agrees to work for and enter the services of the Employer under the following terms hereby agree upon.

The Employee is hereby engaged to work in the capacity **Business Sales Associate** or any other capacity so designated.

The effective date of this agreement and the commencement of work hereunder shall be the date and the employment shall continue in the capacity stated in paragraph above until terminated as hereinafter provided.

Roles & Responsibilities:

- Responsible for Lead Generation
- Market Research and Analysis
- Proposal writing
- Appointment Setting
- Marketing
- Other relevant Tasks
- Cold calling
- Voice Campaigns
- Blogs posting
- Articles Publishing
- Client follow-up meetings
- Responsible to close the lead
- End to end sales process and on - demand activities

Code of Conduct: During the period of this employment, Employee will serve honestly, faithfully, diligently and efficiently for the growth of the Company. Employee shall conduct in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instruction in letter & spirit, given by your superiors and shall not disobey any instructions given. Employee shall not indulge in any

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Benefit offered by Snovasys Software Solutions India Pvt. Ltd. ("the Company")

The above mentioned compensation package forms the Complete CTC. There is no other component/entitlement other than the ones mentioned in the CTC sheet. Unless otherwise specified in writing. Promotions and increments are governed by specific rules, as laid down by the Company from time to time normally annually.

Looking forward to your acceptance of the offer and coming on board.

Warm regards,

DocuSigned by:

Srikari Kothapalli

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Snovasys Software Solutions India Pvt. Ltd.

I have read, understood and accepted all Offer details. I understand that the terms and conditions listed are pre-conditions to me being offered employment with the Company. I am under no obligation to accept these terms and conditions of employment. I accept them of my own free choice and will.

Accepted:

Name **Mirza Zeeshan Abbas**

DocuSigned by:

Mirza Zeeshan Abbas

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Signature _____

Date _____

Place _____

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ANNEXURE-A

Salary Structure:

1. CTC 2.40 lakhs per annum after completion of probation period for a period of 1 Year
- i. 4 Months of Probation (Stipend -Account pay of Rs.13,000/- per month)

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[Handwritten Signature]

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any time during your employment with us. Ifthecompanyisnotsatisfiedwiththeoutcomeofbackground checks, it has the right to withdraw this offer without notice,compensationandyouremploymentservices will be terminated with immediate effect.

We welcome you to Snovasys Software Solutions India Pvt. Ltd.,andlookforwardtoalongandmutually beneficial association.

For**SnovasysSoftwareSolutionsIndiaPvt. Ltd.**

DocuSigned by:

Srilani Kothapalli

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CEO

Enclosed:

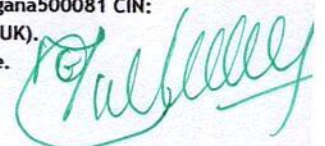
Annexure –A(Salary Structure)

Annexure–B(Terms&Conditionsof Employment)

Annexure–C(DocumentationChecklisttobesubmittedatthetimeofjoining) Annexure –

D (Probation Period and provisions)

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Hyderabad, Ongole

19th September 2022

To,

Inthiaz

9-61, TF-2, Balaji towers,

Enkeipadu, Vijayawada

Andhra Pradesh -521286

Phone: +91 8309481320

Appointment Letter

Dear **Mr. Mirza Zeeshan Abbas**,

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as “**Business Sales Associate**” in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only (2.40 Lakh Only)** per annum (Ref Annexure-A) (Hereafter referred to as Annual Salary)

Your Employment with us will be governed by the terms and conditions referred herein Annexure-B. Please acknowledge a copy of this appointment letter.

You are advised to report to **HR Department at 09.00 a.m. latest by 19th September 2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicated to you in writing. This offer is valid subject to successful background verification checks at

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19th September 2022

To,

A. Anusha

9-61, TF-2, Balaji towers,

Enkeipadu, Vijayawada

Andhra Pradesh -521286

Phone: +91 8309481320

Appointment Letter

Dear **A. Anusha,**

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as "**Business Sales Associate**" in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only (2.40 Lakh Only)** per annum (Ref Annexure-A) (Hereafter referred to as Annual Salary)

Your employment with us will be governed by the terms and conditions referred herein Annexure-B. Please acknowledge a copy of this appointment letter.

You are advised to report to **HR Department at 09.00 a.m. latest by 19th September 2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicated to you in writing. This offer is valid subject to successful background verification checks at

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ANNEXURE – C

At the time of joining, Employee is requested to bring the following documents (Wherever applicable) in **Original**, along with a photocopy of each.

1. Resume supplied for the interview
2. All educational documents right from 10th to highest degree (need to bring originals for verification)
3. Filled Employment background application form (if applicable)
4. PAN Card and proof of PAN Number (if applicable)
5. Valid passport will be required in case Employee is advised to travel on site projects
6. Relieving letter or duly accepted resignation letter from present employer, previous salary bank statements and experience letter from all your previous and present employers (if applicable)
7. Latest six months' Pay slips from present employer (if applicable)
8. Form 12B/ Form 16 from all previous and present employers (if applicable)
9. Four passport size photographs
10. Any proof of present address and Proof of permanent address

Please bring all the certificates supporting educational qualifications along with marksheets and any other relevant documentation in original for verification only.

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Where employee is suspended, employees would still need to abide by the commitment period agreed as part of the termination clause. The period employee is in suspension would need to be compensated to fulfil the commitment period.

Direct Contact with Clients or other related parties: Employee is prohibited from contacting the business customers directly or indirectly with the view of gaining employment or providing services for a period of 36 months after the employment is terminated.

Collecting System Data: A software called 'Activity Tracker' would be installed on the employee allocated system and a comprehensive data would be collected from the system that includes but not limited to screenshots, applications used, length of time spent against various activities and detailed activity records etc. This would be used in ways that will help Employers go through measure, monitor and improve employee productivity.

Notice period: Notice period 4 Weeks from the employer and two months from the employee for all the permanent employees (After completion of probation period). Employees are not eligible to get benefits and bonuses during the notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month when the employee's last day falls in. If the employee leaves the company or gives notice to the company before completing the 2 Months notice (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), the employee will have to refund all the incurred costs for the company. If the employee leaves the company or gives notice to the company before completing the 24 Months (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), employee will have to refund all the incurred costs for the company including recruitment, training and any others as applicable which costs, 3 months of salaries to the day of relieving.

For any reason employee wishes to leave the company during the commitment period, employee is expected to give a minimum of 2 months' notice period along with refunding costs as specified above. On receiving a written request from employee to employer stating the reasons to leave, employer may choose to agree or not agree to reduce the costs to be refunded. The reasons could include falling seriously sick, unable to work, getting married and hence having to shift home, shifting home to a different place, problems to do with colleagues or any other problems. As far possible as Indian law applies, none of the reasons should be an excuse to waive off the commitment period. Employee is not eligible to get benefits

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EmploymentAgreement(Annexure-B)

Agreement made as of this Date between **Snovasys Software Solutions India Pvt. Ltd.** herein called the **“Employer”** and **“ Mirza Zeeshan Abbas”** here in after called **“Employee”**, in consideration of the mutual promises and agreements herein contained, the Employer hires and employs the Employee, and the employee agrees to work for and enter the services of the Employer under the following terms hereby agree upon.

The Employee is hereby engaged to work in the capacity **Business Sales Associate** or any other capacity so designated.

The effective date of this agreement and the commencement of work hereunder shall be the date and the employment shall continue in the capacity stated in paragraph above until terminated as hereinafter provided.

Roles & Responsibilities:

- Responsible for Lead Generation
- Market Research and Analysis
- Proposal writing
- Appointment Setting
- Marketing
- Other relevant Tasks
- Cold calling
- Voice Campaigns
- Blogs posting
- Articles Publishing
- Client follow-up meetings
- Responsible to close the lead
- End to end sales process and on - demand activities

Code of Conduct: During the period of this employment, Employee will serve honestly, faithfully, diligently and efficiently for the growth of the Company. Employee shall conduct in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instruction in letter & spirit, given by your superiors and shall not disobey any instructions given. Employees shall not indulge in any

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any time during your employment with us. If the company is not satisfied with the outcome of background checks, it has the right to withdraw this offer without notice, compensation and your employment services will be terminated with immediate effect.

We welcome you to Snovasys Software Solutions India Pvt. Ltd., and look forward to a long and mutually beneficial association.

For Snovasys Software Solutions India Pvt. Ltd.

DocuSigned by:

Srilani Kothapalli

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CEO

Enclosed:

Annexure –A (Salary Structure)

Annexure –B (Terms & Conditions of Employment)

Annexure –C (Documentation Checklist to be submitted at the time of joining) Annexure –

D (Probation Period and provisions)

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19th September2022

To,

A.Niharika

9-61, TF-2, Balaji towers,

Enkeipadu, Vijayawada

Andhra pradesh -521286

Phone: +91 8309481320

Appointment Letter

Dear A.Niharika,

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as “**Business Sales Associate**” in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only(2.40 Lakh Only)** per annum (RefAnnexure-A)(Hereafter referred to asAnnual Salary)

YourEmploymentwithuswillbegovernedbythetermsandconditionsreferredhereinAnnexure-B. Please acknowledge a copy of this appointment letter.

Youareadvisedtoreportto**HRDepartmentat09.00a.m.latestby19thSeptember2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicatedtoyouinwriting.Thisoffer is validsubject to successfulbackground verification checks at

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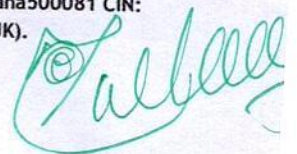
Hyderabad, Ongole

ANNEXURE-A

Salary Structure:

1. CTC 2.40 lakhs per annum after completion of probation period for a period of 1 Year
- i. 4 Months of Probation (Stipend -Account pay of Rs.13,000/- per month)

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Benefits offered by Snovasys Software Solutions India Pvt. Ltd. ("the Company")

The above mentioned compensation package forms the Complete CTC. There is no other component/entitlement other than the ones mentioned in the CTC sheet. Unless otherwise specified in writing. Promotions and increments are governed by specific rules, as laid down by the Company from time to time normally annually.

Looking forward to your acceptance of the offer and coming on board.

Warm regards,

DocuSigned by:
Srilhari Kothapalli
5FDCD2889AD54DE...

Snovasys Software Solutions India Pvt. Ltd.

I have read, understood and accepted all Offer details. I understand that the terms and conditions listed are pre-conditions to me being offered employment with the Company. I am under no obligation to accept these terms and conditions of employment. I accept them of my own free choice and will.

Accepted:

Name Mirza Zeeshan Abbas

Signature *Mirza Zeeshan Abbas*
DE7FF41598894D4...

Date _____

Place _____

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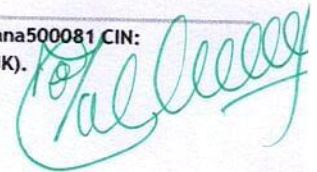
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- Employees should not work directly or indirectly with any of the Snovasys Clients or any third parties that Snovasys introduces during the employment with Snovasys for 36 months from the employee's relieving date
- Employee needs to get a written no-dues certificate from employer
- Employee would have no copyrights on the development. All the copyrights will be either with the Employer or the end clients who may have ultimate rights on the source code
- Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices
- Any violation will be met with the full force of law in both under the India/U.K laws or any other country laws as applicable.

The above terms and conditions are based on Company policies, procedures and other rules currently applicable and are subject to amendments from time to time. Employee shall abide by other rules and regulations of the Company as shall be in force from time to time.

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- Employee confirms that he has never subcontracted the work to any other during his employment
- Employee has not distributed the source code to any other.
- Employee had full control of the source code given to him at alltimesandcanconfirmthatsource code was safe, secure at all times under Employee's visibility
- Employee takes the responsibility to ensure all the work is carried out following all the legal guidelines as applicable
- There was no chance that any other could have stolen or copied the source code from employee's computers
- Employee do not have any backup of the source code in any form including but not limited to cloud, printed, hard disk, pen drive.
- Employee do not have any way of retrieving the source code after he leaves the employment
- Employee confirms that he does not hold any access keys, security information that can or will be used to access clients computers or clients IT resources
- No backups or archives are kept in connected or disconnected form or printed form.
- Any known violations will be immediately notified to the employer via at least one form of communication with full disclosure on how the violation has happened
- Source code was not uploaded into any publicly shared sites with any intention. Non-profit reasons are not valid justification.
- Employee has followed the industry standard coding standards and there will no violation of any copyrights to any other individual, organization or company or any other companies
- The Employee agrees that any breach of this Agreement will result in irreparable harm to the employer for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Employer shall be entitled to equitable relief, including injunction, in the event of such breach.
- All right and property in and to the Confidential Information, and all copies made thereof, remains with the Employer. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no license is granted by the Employer to the Employee under any intellectual property right.
- Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices

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earlier time as requested by theCompany,youwillimmediatelydeliverallProprietaryInformationinyour possession or control to the Company. In view of the above, you shall be called upon at the time of your joining the company to execute a "Non-DisclosureAgreement" to this effect.

Outside Employment:Employee will not engage yourself or undertake any other gainful employment, business or activity, either part time or full time, directlyorindirectlyorsimultaneouslyaslongasyouare employed with the Company.

Leave:Employee will be entitled to leave as per the leave rules of the Company.

Non-Defamation: The Employee covenants and agrees that during the course of the employment by the Employer andforanytimethereafter,theEmployee shallnot,directlyorindirectly,inpublicorprivate,via any medium, deprecate, impugn or otherwise make any remarksthatwouldtendtoorbeconstruedtotend to defame the Employer, its employees or products or its reputation,norshallEmployeeassistany person, firm or company in doing so, except as required by subpoena, court order or other legal process.

Defamation Platforms: Employee agrees not to engage with individuals or create/participate in platforms/user groups viaonline/offlinethathascausedorcanpotentialdefameindividualsassociatedwith the Employer or employer. For violations, employee agrees to clear all the damages claimed by employer

Adherence to rules and regulations:During the employment with the Company, Employee shall be subject to, and abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify from time to time, the rules and regulations, as it deems fit.

Retirement:Employee will automatically retire from the services of the Company on attainingtheageof 58 years (may change based on government policy). Any extensions granted thereafter will be at the sole discretion of the Management.

Jurisdiction:The jurisdiction concerning any dispute arising out of this employment will beinthecourts in Ongole or Hyderabad only.

Afterleaving the company:

- Employeewill remove all the source code from their computer(s), hard drive(s), cloud (s) internal or external to the company.

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No Due Certificate:

Employee must take 'no-due certificate' from employee before being relieved from the employee duties. Employee must return all the assets that had been assigned to the employee during employment. If any such assets are lost or damaged, then the equivalent amount for the damages would need to be paid back to the employer to have the no-dues certificate produced.

Working Hours: Employee working hours will be the working hours of the office from which you operate. There may be occasions when you may have to work beyond normal office hours or during non working days, due to the exigencies of the Company's business and you will not be entitled to any additional compensation on that account.

Guidelines concerning inventions and improvements: Any invention, improvement or designs conceived by you while in our employment, which is within the existing or contemplated scope of the business of the Company, shall become the Company's exclusive property as per Section 17 (c) of the Indian Copyright's Act, 1957. For purposes of this section the expression "the Company" shall in addition to Snovasys Software solutions India Pvt. Ltd., mean and include any firm, person or company subsidiary, affiliate with the company or business partners.

Confidentiality, [Non-Compete Agreement]: employees are required to strictly maintain the confidentiality of and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the Company. Such disclosure will be viewed seriously and you are liable for disciplinary action as per rules of the Company.

Proprietary Information: Employee will not disclose to anyone outside the Company, and will not use except in the business of the Company, any confidential, proprietary or secret information or material relating to the products, services, customers or business operations, personnel or activities of the Company, its licensors, or its clients, any formulae, processes, methods, machines, composition, ideas (collectively, "Proprietary Information"), either during or after employment by the Company in perpetuity, except with the written permission of the Company.

All Proprietary Information (whether or not learned, obtained or developed solely by you or jointly with others) shall remain the property of the Company, and that upon termination of employment or at any

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and bonuses during notice period. And, all the salary payments wouldnotbepaidduringthenoticeperiod and will be settled as part of the regular payroll of the month where the employee's last day falls in.

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Transfer:Employee services may be transferable to any of the branches of the Company, or associate companies or any other company with which this Company may arrive at an understanding or agreement for transfer of services. Employee's place of performance will be the location as specified from time to time.

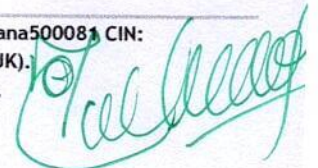
Negligence:If Employer observes negligence in employee's duties and theproductivityisimpactedbased onthat,Employerhastherightto defer the salary or withhold the salary based on the seriousness of the root cause.

Performance Reviews: Employee would be eligible for a performance review aftercompletionofatleast1yearofservicewiththecompany.And,performancereviewsareconductedattheendof everydecember.

Other Businesses:Employee will not undertakebusinessofsimilarnaturewithanyothercompanyduring the period ofemploymentwiththisCompanyorbedoinganyotherworksthatwouldyieldincomedirectly or indirectly like part time works.

Company Assets:If, during the course ofthisemploymentwiththisCompany,employeeisprovidedwith company assets, employee shall maintain the same in good working condition and Employee shall return the items to this Company prior to your ceasing to be in the employment oftheCompany.Anyduetobe paid to you on your ceasing to be in the employment are liable to be withheld by theCompanyifthesaid items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per provisions of law.

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unethical practices like “go slow “ or non-cooperation etc. Employee would be required to apply & maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the Company with punctuality. Where, employer suspects that there is deliberate negligence in performance of duties, employer reserves right to move the employee to a different role and change the salary to suit the role being performed. As part of the employment, employer would be collecting the proofs of work in the form of activity details, screenshots or screen videos. And, for any instances of time theft, employer reserves the right to claim back the payments made and collect damages from the employee.

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Probation: Employee will be on probation for a period of 4 months. The Company shall have the right to terminate an employee's service with 1 week notice period during 0-1 Month of the probation period, 2 weeks notice period during 1-4 Months of the probation period. If any employee would like to resign he/she must serve 2 months of notice. This overrides any other notice periods specified elsewhere.

Termination of Services: You may be suspended or terminated from services if any gross misconduct or under performance is noticed. Misconduct includes but not limited to not adhering to the company internet usage policy, office culture policy, confidence disclosure policy or any other policies that are laid as company policies. Further to this, any conduct which may lead to direct or indirect losses to the business would be dealt under all legal rules in effect and potentially can lead to a court case being pursued against you.

Employee Suspension: Employer has the right to suspend the employee at any point in time for reasons that employer believes there is a misconduct of an employee or observes deliberate under performance or negligence in the work. If the employee is suspended, employee must not talk to other employees, customers and/or suppliers. Employee can be suspended to the maximum length of 6 months if there is no maximum period that law permits. If there is a maximum specified in the law, that would be used as the maximum length of time employee could be suspended.

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19th September 2022

To,

Navya Bommidi , D/o Purna chandrarao ,

**# 2-31a, Nagayalanka,
Kammanamolu, Krishna,**

Andhra pradesh-521120

Phone: +91 9010012049

Appointment Letter

Dear Ms. Navya Bommidi,

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as "**Business Sales Associate**" in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only (2.40 Lakh Only)** per annum (Ref Annexure-A) (Hereafter referred to as Annual Salary)

Your Employment with us will be governed by the terms and conditions referred here in Annexure-B.

Please acknowledge a copy of this appointment letter.

You are advised to report to **HR Department at 09.00 a.m. latest by 19th September 2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicated to you in writing. This offer is valid subject to successful background verification checks at any time during your employment with us. If the company is not satisfied with the outcome of background

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checks, it has the right to withdraw this offer without notice, compensation and your employment services will be terminated with immediate effect.

We welcome you to Snovasys Software Solutions India Pvt. Ltd., and look forward to a long and mutually beneficial association.

For **Snovasys Software Solutions India Pvt. Ltd.**

CEO

Enclosed:

Annexure – A (Salary Structure)

Annexure – B (Terms & Conditions of Employment)

Annexure – C (Documentation Checklist to be submitted at the time of joining)

Annexure – D (Probation Period and provisions)

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ANNEXURE - A

Salary Structure:

1. CTC 2.40 lakhs per annum after completion of probation period for a period of 1 Year
 - i. 4 Months of Probation (Stipend - Account pay of Rs.13,000/- per month)

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Benefits offered by Snovasys Software Solutions India Pvt. Ltd. ("the Company")

The above mentioned compensation package forms the Complete CTC. There is no other component/entitlement other than the ones mentioned in the CTC sheet. Unless otherwise specified in writing. Promotions and increments are governed by specific rules, as laid down by the Company from time to time normally annually.

Looking forward to your acceptance of the offer and coming on board.

Warm regards,

Snovasys Software Solutions India Pvt. Ltd.

I have read, understood and accepted all Offer details. I understand that the terms and conditions listed are pre-conditions to me being offered employment with the Company. I am under no obligation to accept these terms and conditions of employment. I accept them of my own free choice and will.

Accepted:

Name **Navya Bommidi**

Signature DocuSigned by:
B NAVYA
BF7459636C75405

Date _____

Place _____

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Employment Agreement (Annexure – B)

Agreement made as of this Date between **Snovasys Software Solutions India Pvt. Ltd.** herein called the “**Employer**” and “**Navya Bommidi**” here in after called “**Employee**”, in consideration of the mutual promises and agreements herein contained, the Employer hires and employs the Employee, and the employee agrees to work for and enter the services of the Employer under the following terms hereby agree upon.

The Employee is hereby engaged to work in the capacity **Business Sales Associate** or any other capacity so designated.


The effective date of this agreement and the commencement of work hereunder shall be the date and the employment shall continue in the capacity stated in paragraph above until terminated as hereinafter provided.

Roles & Responsibilities:

- Responsible for Lead Generation
- Market Research and Analysis
- Proposal writing
- Appointment Setting
- Marketing
- Other relevant Tasks
- Cold calling
- Voice Campaigns
- Blogs posting
- Articles Publishing
- Client follow-up meetings
- Responsible to close the lead
- End to end sales process and on - demand activities

Code of Conduct: During the period of this employment, Employee will serve honestly, faithfully, diligently and efficiently for the growth of the Company. Employee shall conduct in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instruction in letter & spirit, given by your superiors and shall not disobey any instructions given. Employee shall not indulge in any

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unethical practices like “go slow “ or non-cooperation etc. Employee would be required to apply & maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the Company with punctuality. Where, employer suspects that there is deliberate negligence in performance of duties, employer reserves right to move the employee to a different role and change the salary to suit the role being performed. As part of the employment, employer would be collecting the proofs of work in the form of activity details, screenshots or screen videos. And, for any instances of time theft, employer reserves the right to claim back the payments made and collect damages from the employee.

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Where employee is suspended, employees would still need to abide by the commitment period agreed as part of the termination clause. The period employee is in suspension would need to be compensated to fulfil the commitment period.

Direct Contact with Clients or other related parties: Employee is prohibited from contacting the business customers directly or indirectly with the view of gaining employment or providing services for a period of 36 months after the employment is terminated.

Collecting System Data: A software called 'Activity Tracker' would be installed on the employee allocated system and a comprehensive data would be collected from the system that includes but not limited to screenshots, applications used, length of time spent against various activities and detailed activity records etc. This would be used in ways that will help Employers go through measure, monitor and improve employee productivity.

Notice period: Notice period 4 Weeks from the employer and two months from the employee for all the permanent employees(After completion of probation period). Employees are not eligible to get benefits and bonuses during the notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month when the employee's last day falls in. If the employee leaves the company or gives notice to the company before completing the 2 Months notice (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), the employee will have to refund all the incurred costs for the company. If the employee leaves the company or gives notice to the company before completing the 24 Months (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), employee will have to refund all the incurred costs for the company including recruitment, training and any others as applicable which costs, 3 months of salaries to the day of relieving.

For any reason employee wishes to leave the company during the commitment period, employee is expected to give a minimum of 2 months' notice period along with refunding costs as specified above. On receiving a written request from employee to employer stating the reasons to leave, employer may choose to agree or not agree to reduce the costs to be refunded. The reasons could include falling seriously sick, unable to work, getting married and hence having to shift home, shifting home to a different place, problems to do with colleagues or any other problems. As far possible as Indian law applies, none of the reasons should be an excuse to waive off the commitment period. Employee is not eligible to get benefits

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Other Businesses: Employee will not undertake business of similar nature with any other company during the period of employment with this Company or be doing any other works that would yield income directly or indirectly like part time works.

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Confidentiality, [Non-Compete Agreement]: employees are required to strictly maintain the confidentiality of and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the Company. Such disclosure will be viewed seriously and you are liable for disciplinary action as per rules of the Company.

Proprietary Information: Employee will not disclose to anyone outside the Company, and will not use except in the business of the Company, any confidential, proprietary or secret information or material relating to the products, services, customers or business operations, personnel or activities of the Company, its licensors, or its clients, any formulae, processes, methods, machines, composition, ideas (collectively, "Proprietary Information"), either during or after employment by the Company in perpetuity, except with the written permission of the Company.

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possession or control to the Company. In view of the above, you shall be called upon at the time of your joining the company to execute a "Non-Disclosure Agreement" to this effect.

Outside Employment: Employee will not engage yourself or undertake any other gainful employment, business or activity, either part time or full time, directly or indirectly or simultaneously as long as you are employed with the Company.

Leave: Employee will be entitled to leave as per the leave rules of the Company.

Non-Defamation: The Employee covenants and agrees that during the course of the employment by the Employer and for any time thereafter, the Employee shall not, directly or indirectly, in public or private, via any medium, deprecate, impugn or otherwise make any remarks that would tend to or be construed to tend to defame the Employer, its employees or products or its reputation, nor shall Employee assist any person, firm or company in doing so, except as required by subpoena, court order or other legal process.

Defamation Platforms: Employee agrees not to engage with individuals or create/participate in platforms/user groups via online/offline that has caused or can potential defame individuals associated with the Employer or employer. For violations, employee agrees to clear all the damages claimed by employer

Adherence to rules and regulations: During the employment with the Company, Employee shall be subject to, and abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify from time to time, the rules and regulations, as it deems fit.

Retirement: Employee will automatically retire from the services of the Company on attaining the age of 58 years (may change based on government policy). Any extensions granted thereafter will be at the sole discretion of the Management.

Jurisdiction: The jurisdiction concerning any dispute arising out of this employment will be in the courts in Ongole or Hyderabad only.

After leaving the company:

- Employee will remove all the source code from their computer(s), hard drive(s), cloud (s) internal or external to the company.
- Employee confirms that he has never subcontracted the work to any other during his employment

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- Employee has not distributed the source code to any other.
- Employee had full control of the source code given to him at all times and can confirm that source code was safe, secure at all times under Employee's visibility
- Employee takes the responsibility to ensure all the work is carried out following all the legal guidelines as applicable
- There was no chance that any other could have stolen or copied the source code from employee's computers
- Employee do not have any backups of the source code in any form including but not limited to cloud, printed, hard disk, pen drive.
- Employee do not have any way of retrieving the source code after he leaves the employment
- Employee confirms that he does not hold any access keys, security information that can or will be used to access clients computers or clients IT resources
- No backups or archives are kept in connected or disconnected form or printed form.
- Any known violations will be immediately notified to the employer via at least one form of communication with full disclosure on how the violation has happened
- Source code was not uploaded into any publicly shared sites with any intention. Non-profit reasons are not valid justification.
- Employee has followed the industry standard coding standards and there will no violation of any copyrights to any other individual, organization or company or any other companies
- The Employee agrees that any breach of this Agreement will result in irreparable harm to the employer for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Employer shall be entitled to equitable relief, including injunction, in the event of such breach.
- All right and property in and to the Confidential Information, and all copies made thereof, remains with the Employer. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no license is granted by the Employer to the Employee under any intellectual property right.
- Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices
- Employees should not work directly or indirectly with any of the Snovasys Clients or any third parties that Snovasys introduces during the employment with Snovasys for 36 months from the employee's relieving date

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-
- Employee needs to get a written no-dues certificate from employer
 - Employee would have no copyrights on the development. All the copyrights will be either with the Employer or the end clients who may have ultimate rights on the source code
 - Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices
 - Any violation will be met with the full force of law in both under the India/U.K laws or any other country laws as applicable.

The above terms and conditions are based on Company policies, procedures and other rules currently applicable and are subject to amendments from time to time. Employee shall abide by other rules and regulations of the Company as shall be in force from time to time.

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ANNEXURE – C

At the time of joining, Employee is requested to bring the following documents (Wherever applicable) in **Original**, along with a photocopy of each.

1. Resume supplied for the interview
2. All educational documents right from 10th to highest degree (need to bring originals for verification)
3. Filled Employment background application form (if applicable)
4. PAN Card and proof of PAN Number (If applicable)
5. Valid passport will be required in case Employee is advised to travel onsite projects
6. Relieving letter or duly accepted resignation letter from present employer, previous salary bank statements and experience letter from all your previous and present employers (if applicable)
7. Latest six months' Pay slips from present employer (if applicable)
8. Form 12B/ Form 16 from all previous and present employers (if applicable)
9. Four passport size photographs
10. Any proof of present address and Proof of permanent address

Please bring all the certificates supporting educational qualifications along with mark sheets and any other relevant documentation in original for verification only.

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ANNEXURE - D

The Employer agrees as follows:

1. To pay the Employee a salary at the rate of "Yearly Salary" payable in accordance with the Employer's regularly scheduled pay period, i.e. every month.
2. That the employee shall be allotted leaves as observed by the company.

EMPLOYEE:

EMPLOYER:

Snovasys Software solutions India Pvt. Ltd

DocuSigned by:
B. NAVYA
BF7459638C75405...

Name: Navya Bommidi

Date:

Name: Srihari Kothapalli

Date:

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NON DISCLOSURE AGREEMENT

(DISCLOSURE BY Snovasys Software Solutions India Pvt Ltd.)

Effective Date: 19th September 2022

Snovasys Software Solutions India Pvt Ltd. ("Provider")

And Navya Bommidi ("Recipient")

Background:

The Provider may already have disclosed and wishes further to disclose certain information of a confidential nature and to protect such information as set out in this Agreement.

It is agreed:

1. In this Agreement:
 - (a) "Confidential Information" means all confidential and proprietary information disclosed by the Provider to the Recipient (whether before, on or after the Effective Date) including, without limitation, business information relating to The Provider's business projects, ideas, product roadmaps, know-how, research and development, designs, processes, drawings, and financial, marketing and sales information. Confidential Information may be disclosed orally or in written or electronic form. Only when it is required for the company.
 - (b) "Purpose" means to develop marketing and business plans for a project for the Provider.
2. The Recipient is permitted to use Confidential Information solely for the Purpose. It shall not make copies of the Confidential Information except to the extent reasonably necessary for the Purpose. The Recipient shall ensure that Confidential Information is only provided to those of its employees and directors who have a need to know the same for the Purpose and who are bound by appropriate confidentiality undertakings.
3. For three (3) years from disclosure, the Recipient shall hold the Provider's Confidential Information in strict confidence and shall not disclose it to any third party without the Provider's prior written consent. The Recipient shall protect the Confidential Information using the same degree of care, but not less than a reasonable degree of care, as it uses to protect its own confidential information.
4. The obligations in this Agreement do not apply to Confidential Information which the Recipient can establish:
 - (a) is or becomes generally known to the public without breach of this Agreement by the Recipient;

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- (b) was in the possession of, or was known by, the Recipient prior to its receipt from the Provider without an obligation to maintain its confidentiality;
 - (c) is obtained by the Recipient from a third party having the right to disclose it without an obligation to keep such information confidential;
 - (d) is independently developed by the Recipient without use of Confidential Information and without the participation of individuals who have had access to the Confidential Information; or
 - (e) is required to be disclosed by a court, regulatory body or government agency provided as much prior notice as possible is given to the Provider. In such case, the Recipient will cooperate with the Provider with a view to restricting such disclosure as far as possible.
5. Nothing in this Agreement requires the Provider to disclose Confidential Information nor either party to sell or purchase any item from the other party. Confidential Information is provided "as is" without warranty, expressed or implied, and no liability is accepted by the Provider for the accuracy or completeness of the Confidential Information.
 6. All right and property in and to the Confidential Information, and all copies made thereof, remains with the Provider. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no licence is granted by the Provider to the Recipient under any intellectual property right.
 7. The Recipient agrees that any breach of this Agreement will result in irreparable harm to the Provider for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Provider shall be entitled to equitable relief, including injunction, in the event of such breach.
 8. This Agreement constitutes the entire agreement between the parties concerning the subject matter. All additions or modifications must be made in writing and must be signed by an authorised representative of each party. Any action related to this Agreement will be governed by the Laws of India.

Snovasys Software Solutions India Pvt Ltd

DocuSigned by:
B NAVYA
BF7459636C75405...

Print name: **Srihari Kothapalli**

CEO

Date: **19th September 2022**

Print name: **Navya Bommidi**

Title: Business Sales Associate

Date :**19th September 2022**

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19th September 2022

To,

Mirza Zeeshan Abbas, S/o Mirza Hashnath Ali

21-11/11-5, Sai baba colony,

11th cross road, Near Madhura Nagar railway station,

Vijayawada ,

Andhra pradesh -521286

Phone: +91 8309481320

Appointment Letter

Dear **Mr. Mirza Zeeshan Abbas,**

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as "**Business Sales Associate**" in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only (2.40 Lakh Only)** per annum (Ref Annexure-A) (Hereafter referred to as Annual Salary)

Your Employment with us will be governed by the terms and conditions referred here in Annexure-B.

Please acknowledge a copy of this appointment letter.

You are advised to report to **HR Department at 09.00 a.m. latest by 19th September 2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicated to you in writing. This offer is valid subject to successful background verification checks at

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any time during your employment with us. If the company is not satisfied with the outcome of background checks, it has the right to withdraw this offer without notice, compensation and your employment services will be terminated with immediate effect.

We welcome you to Snovasys Software Solutions India Pvt. Ltd., and look forward to a long and mutually beneficial association.

For Snovasys Software Solutions India Pvt. Ltd.

DocuSigned by:

Srilaxmi Kothapalli
5FDCD2889AD54DE...

CEO

Enclosed:

Annexure – A (Salary Structure)

Annexure – B (Terms & Conditions of Employment)

Annexure – C (Documentation Checklist to be submitted at the time of joining)

Annexure – D (Probation Period and provisions)

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[Signature]
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ANNEXURE - A

Salary Structure:

1. CTC 2.40 lakhs per annum after completion of probation period for a period of 1 Year
 - i. 4 Months of Probation (Stipend - Account pay of Rs.13,000/- per month)

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(Handwritten Signature)

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Benefits offered by Snovasys Software Solutions India Pvt. Ltd. ("the Company")

The above mentioned compensation package forms the Complete CTC. There is no other component/entitlement other than the ones mentioned in the CTC sheet. Unless otherwise specified in writing. Promotions and increments are governed by specific rules, as laid down by the Company from time to time normally annually.

Looking forward to your acceptance of the offer and coming on board.

Warm regards,

DocuSigned by:
Srilhari Kothapalli
5FDCD2889AD54DE...

Snovasys Software Solutions India Pvt. Ltd.

I have read, understood and accepted all Offer details. I understand that the terms and conditions listed are pre-conditions to me being offered employment with the Company. I am under no obligation to accept these terms and conditions of employment. I accept them of my own free choice and will.

Accepted:

Name Mirza Zeeshan Abbas

Signature *Mirza Zeeshan Abbas*
DE7FF41598894D4...

Date _____

Place _____

[Handwritten Signature]
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Employment Agreement (Annexure – B)

Agreement made as of this Date between **Snovasys Software Solutions India Pvt. Ltd.** herein called the “**Employer**” and “**Mirza Zeeshan Abbas**” here in after called “**Employee**”, in consideration of the mutual promises and agreements herein contained, the Employer hires and employs the Employee, and the employee agrees to work for and enter the services of the Employer under the following terms hereby agree upon.

The Employee is hereby engaged to work in the capacity **Business Sales Associate** or any other capacity so designated.

The effective date of this agreement and the commencement of work hereunder shall be the date and the employment shall continue in the capacity stated in paragraph above until terminated as hereinafter provided.

Roles & Responsibilities:

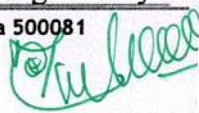
- Responsible for Lead Generation
- Market Research and Analysis
- Proposal writing
- Appointment Setting
- Marketing
- Other relevant Tasks
- Cold calling
- Voice Campaigns
- Blogs posting
- Articles Publishing
- Client follow-up meetings
- Responsible to close the lead
- End to end sales process and on - demand activities

Code of Conduct: During the period of this employment, Employee will serve honestly, faithfully, diligently and efficiently for the growth of the Company. Employee shall conduct in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instruction in letter & spirit, given by your superiors and shall not disobey any instructions given. Employee shall not indulge in any

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unethical practices like “go slow “ or non-cooperation etc. Employee would be required to apply & maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the Company with punctuality. Where, employer suspects that there is deliberate negligence in performance of duties, employer reserves right to move the employee to a different role and change the salary to suit the role being performed. As part of the employment, employer would be collecting the proofs of work in the form of activity details, screenshots or screen videos. And, for any instances of time theft, employer reserves the right to claim back the payments made and collect damages from the employee.

Role Switch as per Employer need: Employee could be switched or allocated additionally to any of the roles during the employment period. The total list of roles include development, QA, QA Lead, Analyst, Mentor, Project Lead, Project Manager or any other role, based on the requirement of the employer. Employee's Role/ Remuneration may change based on the employee performance.

Probation: Employee will be on probation for a period of 4 months. The Company shall have the right to terminate an employee's service with 1 week notice period during 0-1 Month of the probation period, 2 weeks notice period during 1-4 Months of the probation period. If any employee would like to resign he/she must serve 2 months of notice. This overrides any other notice periods specified elsewhere.

Termination of Services: You may be suspended or terminated from services if any gross misconduct or under performance is noticed. Misconduct includes but not limited to not adhering to the company internet usage policy, office culture policy, confidence disclosure policy or any other policies that are laid as company policies. Further to this, any conduct which may lead to direct or indirect losses to the business would be dealt under all legal rules in effect and potentially can lead to a court case being pursued against you.

Employee Suspension: Employer has the right to suspend the employee at any point in time for reasons that employer believes there is a misconduct of an employee or observes deliberate under performance or negligence in the work. If the employee is suspended, employee must not to talk to other employees, customers and/or suppliers. Employee can be suspended to the maximum length of 6 months if there is no maximum period that law permits. If there is a maximum specified in the law, that would be used as the maximum length of time employee could be suspended.

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Where employee is suspended, employees would still need to abide by the commitment period agreed as part of the termination clause. The period employee is in suspension would need to be compensated to fulfil the commitment period.

Direct Contact with Clients or other related parties: Employee is prohibited from contacting the business customers directly or indirectly with the view of gaining employment or providing services for a period of 36 months after the employment is terminated.

Collecting System Data: A software called 'Activity Tracker' would be installed on the employee allocated system and a comprehensive data would be collected from the system that includes but not limited to screenshots, applications used, length of time spent against various activities and detailed activity records etc. This would be used in ways that will help Employers go through measure, monitor and improve employee productivity.

Notice period: Notice period 4 Weeks from the employer and two months from the employee for all the permanent employees(After completion of probation period). Employees are not eligible to get benefits and bonuses during the notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month when the employee's last day falls in. If the employee leaves the company or gives notice to the company before completing the 2 Months notice (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), the employee will have to refund all the incurred costs for the company. If the employee leaves the company or gives notice to the company before completing the 24 Months (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), employee will have to refund all the incurred costs for the company including recruitment, training and any others as applicable which costs, 3 months of salaries to the day of relieving.

For any reason employee wishes to leave the company during the commitment period, employee is expected to give a minimum of 2 months' notice period along with refunding costs as specified above. On receiving a written request from employee to employer stating the reasons to leave, employer may choose to agree or not agree to reduce the costs to be refunded. The reasons could include falling seriously sick, unable to work, getting married and hence having to shift home, shifting home to a different place, problems to do with colleagues or any other problems. As far possible as Indian law applies, none of the reasons should be an excuse to waive off the commitment period. Employee is not eligible to get benefits

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and bonuses during notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month where the employee's last day falls in.

Travel: Employee may be required to travel on Company business within India and or abroad. The duration of such visits may vary, depending upon the nature of the assignment. There are specific rules governing travel, both domestic and international travel. The Company reserves the right to modify such rules from time to time, to meet changing business needs and scenarios.

Transfer: Employee services may be transferable to any of the branches of the Company, or associate companies or any other company with which this Company may arrive at an understanding or agreement for transfer of services. Employee's place of performance will be the location as specified from time to time.

Negligence: If Employer observes negligence in employee's duties and the productivity is impacted based on that, Employer has the right to defer the salary or withhold the salary based on the seriousness of the root cause.

Performance Reviews: Employee would be eligible for a performance review after completion of at least 1 year of service with the company. And, performance reviews are conducted at the end of every december.

Other Businesses: Employee will not undertake business of similar nature with any other company during the period of employment with this Company or be doing any other works that would yield income directly or indirectly like part time works.

Company Assets: If, during the course of this employment with this Company, employee is provided with company assets, employee shall maintain the same in good working condition and Employee shall return the items to this Company prior to your ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment are liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per provisions of law.

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No Due Certificate:

Employee must take 'no-due certificate' from employee before being relieved from the employee duties. Employee must return all the assets that had been assigned to the employee during employment. If any such assets are lost or damaged, then the equivalent amount for the damages would need to be paid back to the employer to have the no-dues certificate produced.

Working Hours: Employee working hours will be the working hours of the office from which you operate. There may be occasions when you may have to work beyond normal office hours or during non working days, due to the exigencies of the Company's business and you will not be entitled to any additional compensation on that account.

Guidelines concerning inventions and improvements: Any invention, improvement or designs conceived by you while in our employment, which is within the existing or contemplated scope of the business of the Company, shall become the Company's exclusive property as per Section 17 (c) of the Indian Copyright's Act, 1957. For purposes of this section the expression "the Company" shall in addition to Snovasys Software solutions India Pvt. Ltd., mean and include any firm, person or company subsidiary, affiliate with the company or business partners.

Confidentiality, [Non-Compete Agreement]: employees are required to strictly maintain the confidentiality of and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the Company. Such disclosure will be viewed seriously and you are liable for disciplinary action as per rules of the Company.

Proprietary Information: Employee will not disclose to anyone outside the Company, and will not use except in the business of the Company, any confidential, proprietary or secret information or material relating to the products, services, customers or business operations, personnel or activities of the Company, its licensors, or its clients, any formulae, processes, methods, machines, composition, ideas (collectively, "Proprietary Information"), either during or after employment by the Company in perpetuity, except with the written permission of the Company.

All Proprietary Information (whether or not learned, obtained or developed solely by you or jointly with others) shall remain the property of the Company, and that upon termination of employment or at any

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earlier time as requested by the Company, you will immediately deliver all Proprietary Information in your possession or control to the Company. In view of the above, you shall be called upon at the time of your joining the company to execute a "Non-Disclosure Agreement" to this effect.

Outside Employment: Employee will not engage yourself or undertake any other gainful employment, business or activity, either part time or full time, directly or indirectly or simultaneously as long as you are employed with the Company.

Leave: Employee will be entitled to leave as per the leave rules of the Company.

Non-Defamation: The Employee covenants and agrees that during the course of the employment by the Employer and for any time thereafter, the Employee shall not, directly or indirectly, in public or private, via any medium, deprecate, impugn or otherwise make any remarks that would tend to or be construed to tend to defame the Employer, its employees or products or its reputation, nor shall Employee assist any person, firm or company in doing so, except as required by subpoena, court order or other legal process.

Defamation Platforms: Employee agrees not to engage with individuals or create/participate in platforms/user groups via online/offline that has caused or can potential defame individuals associated with the Employer or employer. For violations, employee agrees to clear all the damages claimed by employer

Adherence to rules and regulations: During the employment with the Company, Employee shall be subject to, and abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify from time to time, the rules and regulations, as it deems fit.

Retirement: Employee will automatically retire from the services of the Company on attaining the age of 58 years (may change based on government policy). Any extensions granted thereafter will be at the sole discretion of the Management.

Jurisdiction: The jurisdiction concerning any dispute arising out of this employment will be in the courts in Ongole or Hyderabad only.

After leaving the company:

- Employee will remove all the source code from their computer(s), hard drive(s), cloud (s) internal or external to the company.

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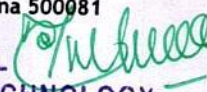
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- Employee confirms that he has never subcontracted the work to any other during his employment
- Employee has not distributed the source code to any other.
- Employee had full control of the source code given to him at all times and can confirm that source code was safe, secure at all times under Employee's visibility
- Employee takes the responsibility to ensure all the work is carried out following all the legal guidelines as applicable
- There was no chance that any other could have stolen or copied the source code from employee's computers
- Employee do not have any backups of the source code in any form including but not limited to cloud, printed, hard disk, pen drive.
- Employee do not have any way of retrieving the source code after he leaves the employment
- Employee confirms that he does not hold any access keys, security information that can or will be used to access clients computers or clients IT resources
- No backups or archives are kept in connected or disconnected form or printed form.
- Any known violations will be immediately notified to the employer via at least one form of communication with full disclosure on how the violation has happened
- Source code was not uploaded into any publicly shared sites with any intention. Non-profit reasons are not valid justification.
- Employee has followed the industry standard coding standards and there will no violation of any copyrights to any other individual, organization or company or any other companies
- The Employee agrees that any breach of this Agreement will result in irreparable harm to the employer for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Employer shall be entitled to equitable relief, including injunction, in the event of such breach.
- All right and property in and to the Confidential Information, and all copies made thereof, remains with the Employer. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no license is granted by the Employer to the Employee under any intellectual property right.
- Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices

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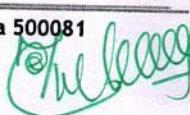
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-
- Employees should not work directly or indirectly with any of the Snovasys Clients or any third parties that Snovasys introduces during the employment with Snovasys for 36 months from the employee's relieving date
 - Employee needs to get a written no-dues certificate from employer
 - Employee would have no copyrights on the development. All the copyrights will be either with the Employer or the end clients who may have ultimate rights on the source code
 - Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices
 - Any violation will be met with the full force of law in both under the India/U.K laws or any other country laws as applicable.

The above terms and conditions are based on Company policies, procedures and other rules currently applicable and are subject to amendments from time to time. Employee shall abide by other rules and regulations of the Company as shall be in force from time to time.

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ANNEXURE – C

At the time of joining, Employee is requested to bring the following documents (Wherever applicable) in **Original**, along with a photocopy of each.

1. Resume supplied for the interview
2. All educational documents right from 10th to highest degree (need to bring originals for verification)
3. Filled Employment background application form (if applicable)
4. PAN Card and proof of PAN Number (If applicable)
5. Valid passport will be required in case Employee is advised to travel onsite projects
6. Relieving letter or duly accepted resignation letter from present employer, previous salary bank statements and experience letter from all your previous and present employers (if applicable)
7. Latest six months' Pay slips from present employer (if applicable)
8. Form 12B/ Form 16 from all previous and present employers (if applicable)
9. Four passport size photographs
10. Any proof of present address and Proof of permanent address

Please bring all the certificates supporting educational qualifications along with mark sheets and any other relevant documentation in original for verification only.

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ANNEXURE - D

The Employer agrees as follows:

1. To pay the Employee a salary at the rate of "Yearly Salary" payable in accordance with the Employer's regularly scheduled pay period, i.e. every month.
2. That the employee shall be allotted leaves as observed by the company.

EMPLOYEE:

EMPLOYER:

Snovasys Software solutions India Pvt. Ltd

DocuSigned by:

Mirza Zeeshan Abbas

DE7FF41598894D4...

Name: Mirza Zeeshan Abbas

Date:

DocuSigned by:

Srihari Kothapalli

5FDCD2889AD54DE...

Name: Srihari Kothapalli

Date:

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(Handwritten signature)

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NON DISCLOSURE AGREEMENT

(DISCLOSURE BY Snovasys Software Solutions India Pvt Ltd.)

Effective Date: 19th September 2022

Snovasys Software Solutions India Pvt Ltd. ("Provider")

And **Mirza Zeeshan Abbas** ("Recipient")

Background:

The **Provider** may already have disclosed and wishes further to disclose certain information of a confidential nature and to protect such information as set out in this Agreement.

It is agreed:

1. In this Agreement:
 - (a) "Confidential Information" means all confidential and proprietary information disclosed by the Provider to the Recipient (whether before, on or after the Effective Date) including, without limitation, business information relating to The Provider's business projects, ideas, product roadmaps, know-how, research and development, designs, processes, drawings, and financial, marketing and sales information. Confidential Information may be disclosed orally or in written or electronic form. Only when it is required for the company.
 - (b) "Purpose" means to develop marketing and business plans for a project for the Provider.
2. The Recipient is permitted to use Confidential Information solely for the Purpose. It shall not make copies of the Confidential Information except to the extent reasonably necessary for the Purpose. The Recipient shall ensure that Confidential Information is only provided to those of its employees and directors who have a need to know the same for the Purpose and who are bound by appropriate confidentiality undertakings.
3. For three (3) years from disclosure, the Recipient shall hold the Provider's Confidential Information in strict confidence and shall not disclose it to any third party without the Provider's prior written consent. The Recipient shall protect the Confidential Information using the same degree of care, but not less than a reasonable degree of care, as it uses to protect its own confidential information.
4. The obligations in this Agreement do not apply to Confidential Information which the Recipient can establish:
 - (a) is or becomes generally known to the public without breach of this Agreement by the Recipient;

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- (b) was in the possession of, or was known by, the Recipient prior to its receipt from the Provider without an obligation to maintain its confidentiality;
 - (c) is obtained by the Recipient from a third party having the right to disclose it without an obligation to keep such information confidential;
 - (d) is independently developed by the Recipient without use of Confidential Information and without the participation of individuals who have had access to the Confidential Information; or
 - (e) is required to be disclosed by a court, regulatory body or government agency provided as much prior notice as possible is given to the Provider. In such case, the Recipient will cooperate with the Provider with a view to restricting such disclosure as far as possible.
5. Nothing in this Agreement requires the Provider to disclose Confidential Information nor either party to sell or purchase any item from the other party. Confidential Information is provided "as is" without warranty, expressed or implied, and no liability is accepted by the Provider for the accuracy or completeness of the Confidential Information.
 6. All right and property in and to the Confidential Information, and all copies made thereof, remains with the Provider. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no licence is granted by the Provider to the Recipient under any intellectual property right.
 7. The Recipient agrees that any breach of this Agreement will result in irreparable harm to the Provider for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Provider shall be entitled to equitable relief, including injunction, in the event of such breach.
 8. This Agreement constitutes the entire agreement between the parties concerning the subject matter. All additions or modifications must be made in writing and must be signed by an authorised representative of each party. Any action related to this Agreement will be governed by the Laws of India.

Snovasys Software Solutions India Pvt Ltd

DocuSigned by:
Srihari Kothapalli
5FDCCD2889AD54DE...

DocuSigned by:
Mirza Zeeshan Abbas
DE7FF41598894D4...

Print name: **Srihari Kothapalli**

Print name: **Mirza Zeeshan Abbas**

CEO

Title: Business Sales Associate

Date: **19th September 2022**

Date: **19th September 2022**

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19th September 2022

To,

Shaik Meherunnisa Begum D/o Maroof,

D.No : 40-1-140/1, Mohiddin Estate,

Near M&M showroom, M.G.Road , Vijaywada,

Andhra pradesh -520004

Phone: +91 8555005184

Appointment Letter

Dear Ms. Shaik Meherunnisa Begum,

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as “**Business Sales Associate**” in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only (2.40 Lakh Only)** per annum (Ref Annexure-A) (Hereafter referred to as Annual Salary)

Your Employment with us will be governed by the terms and conditions referred here in Annexure-B.

Please acknowledge a copy of this appointment letter.

You are advised to report to **HR Department at 09.00 a.m. latest by 19th September 2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicated to you in writing. This offer is valid subject to successful background verification checks at any time during your employment with us. If the company is not satisfied with the outcome of background

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checks, it has the right to withdraw this offer without notice, compensation and your employment services will be terminated with immediate effect.

We welcome you to Snovasys Software Solutions India Pvt. Ltd., and look forward to a long and mutually beneficial association.

For **Snovasys Software Solutions India Pvt. Ltd.**

DocuSigned by:

Srihari Kothapalli

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CEO

Enclosed:

Annexure – A (Salary Structure)

Annexure – B (Terms & Conditions of Employment)

Annexure – C (Documentation Checklist to be submitted at the time of joining)

Annexure – D (Probation Period and provisions)

The Seal

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ANNEXURE - A

Salary Structure:

1. CTC 2.40 lakhs per annum after completion of probation period for a period of 1 Year
- i. 4 Months of Probation (Stipend - Account pay of Rs.13,000/- per month)



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Benefits offered by Snovasys Software Solutions India Pvt. Ltd. ("the Company")

The above mentioned compensation package forms the Complete CTC. There is no other component/entitlement other than the ones mentioned in the CTC sheet. Unless otherwise specified in writing. Promotions and increments are governed by specific rules, as laid down by the Company from time to time normally annually.

Looking forward to your acceptance of the offer and coming on board.

Warm regards,

DocuSigned by:
Srilaxmi Kothapalli
5FDCD2889AD54DE
Snovasys Software Solutions India Pvt. Ltd.

I have read, understood and accepted all Offer details. I understand that the terms and conditions listed are pre-conditions to me being offered employment with the Company. I am under no obligation to accept these terms and conditions of employment. I accept them of my own free choice and will.

Accepted:

Name **Shaik Meherunnisa Begum**

Signature DocuSigned by:
Shaik Meherunnisa Begum
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Date _____

Place _____

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Employment Agreement (Annexure – B)

Agreement made as of this Date between **Snovasys Software Solutions India Pvt. Ltd.** herein called the “**Employer**” and “**Shaik Meherunnisa Begum**” here in after called “**Employee**”, in consideration of the mutual promises and agreements herein contained, the Employer hires and employs the Employee, and the employee agrees to work for and enter the services of the Employer under the following terms hereby agreed upon.

The Employee is hereby engaged to work in the capacity **Business Sales Associate** or any other capacity so designated.

The effective date of this agreement and the commencement of work hereunder shall be the date and the employment shall continue in the capacity stated in paragraph above until terminated as hereinafter provided.

Roles & Responsibilities:

- Responsible for Lead Generation
- Market Research and Analysis
- Proposal writing
- Appointment Setting
- Marketing
- Other relevant Tasks
- Cold calling
- Voice Campaigns
- Blogs posting
- Articles Publishing
- Client follow-up meetings
- Responsible to close the lead
- End to end sales process and on - demand activities

Code of Conduct: During the period of this employment, Employee will serve **honestly**, faithfully, diligently and efficiently for the growth of the Company. Employee shall conduct himself/herself with the code of conduct, as in force from time to time. Further, you shall carry out the instruction in letter & spirit, given by your superiors and shall not disobey any instructions given. Employee shall not indulge in any

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unethical practices like “go slow “ or non-cooperation etc. Employee would be required to apply & maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the Company with punctuality. Where, employer suspects that there is deliberate negligence in performance of duties, employer reserves right to move the employee to a different role and change the salary to suit the role being performed. As part of the employment, employer would be collecting the proofs of work in the form of activity details, screenshots or screen videos. And, for any instances of time theft, employer reserves the right to claim back the payments made and collect damages from the employee.

Role Switch as per Employer need: Employee could be switched or allocated additionally to any of the roles during the employment period. The total list of roles include development, QA, QA Lead, Analyst, Mentor, Project Lead, Project Manager or any other role, based on the requirement of the employer. Employee's Role/ Remuneration may change based on the employee performance.

Probation: Employee will be on probation for a period of 4 months. The Company shall have the right to terminate an employee's service with 1 week notice period during 0-1 Month of the probation period, 2 weeks notice period during 1-4 Months of the probation period. If any employee would like to resign he/she must serve 2 months of notice. This overrides any other notice periods specified elsewhere.

Termination of Services: You may be suspended or terminated from services if any gross misconduct or under performance is noticed. Misconduct includes but not limited to not adhering to the company internet usage policy, office culture policy, confidence disclosure policy or any other policies that are laid as company policies. Further to this, any conduct which may lead to direct or indirect losses to the business would be dealt under all legal rules in effect and potentially can lead to a court case being pursued against you.

Employee Suspension: Employer has the right to suspend the employee at any point in time for reasons that employer believes there is a misconduct of an employee or observes deliberate under performance or negligence in the work. If the employee is suspended, employee must not to talk to other employees, customers and/or suppliers. Employee can be suspended to the maximum length of 6 months if there is no maximum period that law permits. If there is a maximum specified in the law, that would be used as the maximum length of time employee could be suspended.


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St. Albans, Hertfordshire,
London, AL3 4SY, United Kingdom
www.snovasys.com | info@snovasys.com

Indian Offices:

Hyderabad, Ongole

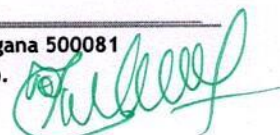
Where employee is suspended, employees would still need to abide by the commitment period agreed as part of the termination clause. The period employee is in suspension would need to be compensated to fulfil the commitment period.

Direct Contact with Clients or other related parties: Employee is prohibited from contacting the business customers directly or indirectly with the view of gaining employment or providing services for a period of 36 months after the employment is terminated.

Collecting System Data: A software called 'Activity Tracker' would be installed on the employee allocated system and a comprehensive data would be collected from the system that includes but not limited to screenshots, applications used, length of time spent against various activities and detailed activity records etc. This would be used in ways that will help Employers go through measure, monitor and improve employee productivity.

Notice period: Notice period 4 Weeks from the employer and two months from the employee for all the permanent employees(After completion of probation period). Employees are not eligible to get benefits and bonuses during the notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month when the employee's last day falls in. If the employee leaves the company or gives notice to the company before completing the 2 Months notice (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), the employee will have to refund all the incurred costs for the company. If the employee leaves the company or gives notice to the company before completing the 24 Months (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), employee will have to refund all the incurred costs for the company including recruitment, training and any others as applicable which costs, 3 months of salaries to the day of relieving.

For any reason employee wishes to leave the company during the commitment period, employee is expected to give a minimum of 2 months' notice period along with refunding costs as specified above. On receiving a written request from employee to employer stating the reasons to leave, employer may choose to agree or not agree to reduce the costs to be refunded. The reasons could include falling seriously sick, unable to work, getting married and hence having to shift home, shifting home to a different place, problems to do with colleagues or any other problems. As far possible as Indian law applies, none of the reasons should be an excuse to waive off the commitment period. Employee is not eligible to get benefits



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and bonuses during notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month where the employee's last day falls in.

Travel: Employee may be required to travel on Company business within India and or abroad. The duration of such visits may vary, depending upon the nature of the assignment. There are specific rules governing travel, both domestic and international travel. The Company reserves the right to modify such rules from time to time, to meet changing business needs and scenarios.

Transfer: Employee services may be transferable to any of the branches of the Company, or associate companies or any other company with which this Company may arrive at an understanding or agreement for transfer of services. Employee's place of performance will be the location as specified from time to time.

Negligence: If Employer observes negligence in employee's duties and the productivity is impacted based on that, Employer has the right to defer the salary or withhold the salary based on the seriousness of the root cause.

Performance Reviews: Employee would be eligible for a performance review after completion of at least 1 year of service with the company. And, performance reviews are conducted at the end of every december.

Other Businesses: Employee will not undertake business of similar nature with any other company during the period of employment with this Company or be doing any other works that would yield income directly or indirectly like part time works.

Company Assets: If, during the course of this employment with this Company, employee is provided with company assets, employee shall maintain the same in good working condition and Employee shall return the items to this Company prior to your ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment are liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per provisions of law.

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No Due Certificate:

Employee must take 'no-due certificate' from employee before being relieved from the employee duties. Employee must return all the assets that had been assigned to the employee during employment. If any such assets are lost or damaged, then the equivalent amount for the damages would need to be paid back to the employer to have the no-dues certificate produced.

Working Hours: Employee working hours will be the working hours of the office from which you operate. There may be occasions when you may have to work beyond normal office hours or during non working days, due to the exigencies of the Company's business and you will not be entitled to any additional compensation on that account.

Guidelines concerning inventions and improvements: Any invention, improvement or designs conceived by you while in our employment, which is within the existing or contemplated scope of the business of the Company, shall become the Company's exclusive property as per Section 17 (c) of the Indian Copyright's Act, 1957. For purposes of this section the expression "the Company" shall in addition to Snovasys Software solutions India Pvt. Ltd., mean and include any firm, person or company subsidiary, affiliate with the company or business partners.

Confidentiality, [Non-Compete Agreement]: employees are required to strictly maintain the confidentiality of and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the Company. Such disclosure will be viewed seriously and you are liable for disciplinary action as per rules of the Company.

Proprietary Information: Employee will not disclose to anyone outside the Company, and will not use except in the business of the Company, any confidential, proprietary or secret information or material relating to the products, services, customers or business operations, personnel or activities of the Company, its licensors, or its clients, any formulae, processes, methods, machines, composition, ideas (collectively, "Proprietary Information"), either during or after employment by the Company in perpetuity, except with the written permission of the Company.

All Proprietary Information (whether or not learned, obtained or developed solely by you or jointly with others) shall remain the property of the Company, and that upon termination of employment or at any

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earlier time as requested by the Company, you will immediately deliver all Proprietary Information in your possession or control to the Company. In view of the above, you shall be called upon at the time of your joining the company to execute a "Non-Disclosure Agreement" to this effect.

Outside Employment: Employee will not engage yourself or undertake any other gainful employment, business or activity, either part time or full time, directly or indirectly or simultaneously as long as you are employed with the Company.

Leave: Employee will be entitled to leave as per the leave rules of the Company.

Non-Defamation: The Employee covenants and agrees that during the course of the employment by the Employer and for any time thereafter, the Employee shall not, directly or indirectly, in public or private, via any medium, deprecate, impugn or otherwise make any remarks that would tend to or be construed to tend to defame the Employer, its employees or products or its reputation, nor shall Employee assist any person, firm or company in doing so, except as required by subpoena, court order or other legal process.

Defamation Platforms: Employee agrees not to engage with individuals or create/participate in platforms/user groups via online/offline that has caused or can potential defame individuals associated with the Employer or employer. For violations, employee agrees to clear all the damages claimed by employer

Adherence to rules and regulations: During the employment with the Company, Employee shall be subject to, and abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify from time to time, the rules and regulations, as it deems fit.

Retirement: Employee will automatically retire from the services of the Company on attaining the age of 58 years (may change based on government policy). Any extensions granted thereafter will be at the sole discretion of the Management.

Jurisdiction: The jurisdiction concerning any dispute arising out of this employment will be in the courts in Ongole or Hyderabad only.

After leaving the company:

- Employee will remove all the source code from their computer(s), hard drive(s), cloud (s) internal or external to the company.

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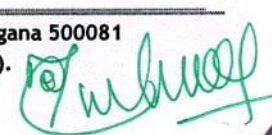
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-
- Employee confirms that he has never subcontracted the work to any other during his employment
 - Employee has not distributed the source code to any other.
 - Employee had full control of the source code given to him at all times and can confirm that source code was safe, secure at all times under Employee's visibility
 - Employee takes the responsibility to ensure all the work is carried out following all the legal guidelines as applicable
 - There was no chance that any other could have stolen or copied the source code from employee's computers
 - Employee do not have any backups of the source code in any form including but not limited to cloud, printed, hard disk, pen drive.
 - Employee do not have any way of retrieving the source code after he leaves the employment
 - Employee confirms that he does not hold any access keys, security information that can or will be used to access clients computers or clients IT resources
 - No backups or archives are kept in connected or disconnected form or printed form.
 - Any known violations will be immediately notified to the employer via at least one form of communication with full disclosure on how the violation has happened
 - Source code was not uploaded into any publicly shared sites with any intention. Non-profit reasons are not valid justification.
 - Employee has followed the industry standard coding standards and there will no violation of any copyrights to any other individual, organization or company or any other companies
 - The Employee agrees that any breach of this Agreement will result in irreparable harm to the employer for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Employer shall be entitled to equitable relief, including injunction, in the event of such breach.
 - All right and property in and to the Confidential Information, and all copies made thereof, remains with the Employer. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no license is granted by the Employer to the Employee under any intellectual property right.
 - Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices

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-
- Employees should not work directly or indirectly with any of the Snovasys Clients or any third parties that Snovasys introduces during the employment with Snovasys for 36 months from the employee's relieving date
 - Employee needs to get a written no-dues certificate from employer
 - Employee would have no copyrights on the development. All the copyrights will be either with the Employer or the end clients who may have ultimate rights on the source code
 - Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices
 - Any violation will be met with the full force of law in both under the India/U.K laws or any other country laws as applicable.

The above terms and conditions are based on Company policies, procedures and other rules currently applicable and are subject to amendments from time to time. Employee shall abide by other rules and regulations of the Company as shall be in force from time to time.

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ANNEXURE – C

At the time of joining, Employee is requested to bring the following documents (Wherever applicable) in **Original**, along with a photocopy of each.

1. Resume supplied for the interview
2. All educational documents right from 10th to highest degree (need to bring originals for verification)
3. Filled Employment background application form (if applicable)
4. PAN Card and proof of PAN Number (If applicable)
5. Valid passport will be required in case Employee is advised to travel onsite projects
6. Relieving letter or duly accepted resignation letter from present employer, previous salary bank statements and experience letter from all your previous and present employers (if applicable)
7. Latest six months' Pay slips from present employer (if applicable)
8. Form 12B/ Form 16 from all previous and present employers (if applicable)
9. Four passport size photographs
10. Any proof of present address and Proof of permanent address

Please bring all the certificates supporting educational qualifications along with mark sheets and any other relevant documentation in original for verification only.

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ANNEXURE - D

The Employer agrees as follows:

1. To pay the Employee a salary at the rate of "Yearly Salary" payable in accordance with the Employer's regularly scheduled pay period, i.e. every month.
2. That the employee shall be allotted leaves as observed by the company.

EMPLOYEE:

EMPLOYER:

Snovasys Software solutions India Pvt. Ltd

DocuSigned by:

Shaik Meherunnisa Begum

180A494509B0454...

Name: Shaik Meherunnisa Begum

Date:

DocuSigned by:

Srihari Kothapalli

5FD0D2889AD54DE...

Name: Srihari Kothapalli

Date:

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NON DISCLOSURE AGREEMENT

(DISCLOSURE BY Snovasys Software Solutions India Pvt Ltd.)

Effective Date: 19th September 2022

Snovasys Software Solutions India Pvt Ltd. ("Provider")

And **Shaik Meherunnisa Begum ("Recipient")**

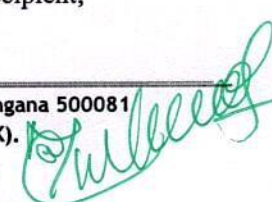
Background:

The Provider may already have disclosed and wishes further to disclose certain information of a confidential nature and to protect such information as set out in this Agreement.

It is agreed:

1. In this Agreement:
 - (a) "Confidential Information" means all confidential and proprietary information disclosed by the Provider to the Recipient (whether before, on or after the Effective Date) including, without limitation, business information relating to The Provider's business projects, ideas, product roadmaps, know-how, research and development, designs, processes, drawings, and financial, marketing and sales information. Confidential Information may be disclosed orally or in written or electronic form. Only when it is required for the company.
 - (b) "Purpose" means to develop marketing and business plans for a project for the Provider.
2. The Recipient is permitted to use Confidential Information solely for the Purpose. It shall not make copies of the Confidential Information except to the extent reasonably necessary for the Purpose. The Recipient shall ensure that Confidential Information is only provided to those of its employees and directors who have a need to know the same for the Purpose and who are bound by appropriate confidentiality undertakings.
3. For three (3) years from disclosure, the Recipient shall hold the Provider's Confidential Information in strict confidence and shall not disclose it to any third party without the Provider's prior written consent. The Recipient shall protect the Confidential Information using the same degree of care, but not less than a reasonable degree of care, as it uses to protect its own confidential information.
4. The obligations in this Agreement do not apply to Confidential Information which the Recipient can establish:
 - (a) is or becomes generally known to the public without breach of this Agreement by the Recipient;

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- (b) was in the possession of, or was known by, the Recipient prior to its receipt from the Provider without an obligation to maintain its confidentiality;
 - (c) is obtained by the Recipient from a third party having the right to disclose it without an obligation to keep such information confidential;
 - (d) is independently developed by the Recipient without use of Confidential Information and without the participation of individuals who have had access to the Confidential Information; or
 - (e) is required to be disclosed by a court, regulatory body or government agency provided as much prior notice as possible is given to the Provider. In such case, the Recipient will cooperate with the Provider with a view to restricting such disclosure as far as possible.
5. Nothing in this Agreement requires the Provider to disclose Confidential Information nor either party to sell or purchase any item from the other party. Confidential Information is provided "as is" without warranty, expressed or implied, and no liability is accepted by the Provider for the accuracy or completeness of the Confidential Information.
 6. All right and property in and to the Confidential Information, and all copies made thereof, remains with the Provider. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no licence is granted by the Provider to the Recipient under any intellectual property right.
 7. The Recipient agrees that any breach of this Agreement will result in irreparable harm to the Provider for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Provider shall be entitled to equitable relief, including injunction, in the event of such breach.
 8. This Agreement constitutes the entire agreement between the parties concerning the subject matter. All additions or modifications must be made in writing and must be signed by an authorised representative of each party. Any action related to this Agreement will be governed by the Laws of India.

Snovasys Software Solutions India Pvt Ltd

DocuSigned by:
Srihari Kothapalli
5EDCD2889AD54DE

Print name: **Srihari Kothapalli**

CEO

Date: **19th September 2022**

DocuSigned by:
Shaik Meherunnisa Begum
180A494509B0454...

Print name: **Shaik Meherunnisa Begum**

Title: Business Sales Associate

Date :**19th September 2022**

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Subject: Offer Confirmation from Snovasys - Appointment letter
To: VISALIVISUVK@GMAIL.COM <VISALIVISUVK@gmail.com>
Cc: Lakshmi Pv <lakshmi@snovasys.com>

Congratulations Peeps!!

Thanks for interviewing with us, We thoroughly enjoyed talking to you about your skills and job expectations.

You have successfully completed all the rounds of interview @ **SNOVASYS**, team is quite impressed with your approach and would like to formally offer you a position as **Business Sales Associate at Snovasys Software solutions Ltd**

We'd be excited to have you join us on **19/09/2022 @9:00AM** and are thrilled to welcome you onboard at Snovasys Team!!

Please Forward the following documents for the HR process.

1. Resume applied for the interview.
2. All educational documents right from 10th to highest degree.
3. PAN Card Copy and Adhar Copy.
4. Valid passport will be required in case Employee is advised to travel onsite projects.
5. Passport size photograph.
6. Any proof of present address and Proof of permanent address.

NOTE: The Documents have to be submitted on or before **15/09/2022**, in order to avoid offer retraction from our end.

Request you to revert with acceptance before EOD In case of any queries, please write to us.

Thanks & regards,
Sai Sravani A
+917892553405
Talent acquisition team

SNOVASYS

www.snovasys.com

Sivani Payyavula <payyavulasivani@gmail.com>
To: srkittpo@gmail.com

Fri, May 19, 2023 at 4:39 PM

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

From: **Sai Sravani** <saisravani@snovasys.com>
Date: Mon, Sep 12, 2022, 5:39 PM
Subject: Offer Confirmation from Snovasys - Appointment letter
To: PAYYAVULASIVANI@GMAIL.COM <PAYYAVULASIVANI@gmail.com>
Cc: Lakshmi Pv <lakshmi@snovasys.com>

Congratulations Peeps!!

Thanks for interviewing with us, We thoroughly enjoyed talking to you about your skills and job expectations.



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You have successfully completed all the rounds of interview @ **SNOVASYS**, team is quite impressed with your approach and would like to formally offer you a position as **Business Sales Associate at Snovasys Software solutions Ltd**
We'd be excited to have you join us on **19/09/2022 @9:00AM** and are thrilled to welcome you onboard at Snovasys Team!!

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Thanks & regards,
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Hyderabad,Ongole

19th September2022

To,

Srinidhi

9-61, TF-2, Balaji towers,

Enkeipadu, Vijayawada

Andhra pradesh -521286

Phone: +91 8309481320

Appointment Letter

Dear **Srinidhi**,

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as “**Business Sales Associate**” in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only(2.40 Lakh Only)** per annum (RefAnnexure-A)(Hereafter referred to asAnnual Salary)

YourEmploymentwithuswillbegovernedbythetermsandconditionsreferredhereinAnnexure-B. Please acknowledge a copy of this appointment letter.

Youareadvisedtoreportto**HRDepartmentat09.00a.m.latestby19thSeptember2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicatedtoyouinwriting.Thisoffer is validsubject to successfulbackground verification checks at

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Employee must take 'no-due certificate' from employee before being relieved from the employee duties. Employee must return all the assets that had been assigned to the employee during employment. If any such assets are lost or damaged, then the equivalent amount for the damages would need to be paid back to the employer to have the no-dues certificate produced.

Working Hours: Employee working hours will be the working hours of the office from which you operate. There may be occasions when you may have to work beyond normal office hours or during non working days, due to the exigencies of the Company's business and you will not be entitled to any additional compensation on that account.

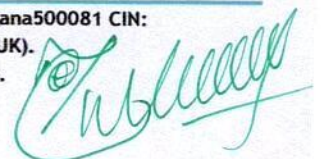
Guidelines concerning inventions and improvements: Any invention, improvement or designs conceived by you while in our employment, which is within the existing or contemplated scope of the business of the Company, shall become the Company's exclusive property as per Section 17 (c) of the Indian Copyright's Act, 1957. For purposes of this section the expression "the Company" shall in addition to Snovasys Software solutions India Pvt. Ltd., mean and include any firm, person or company subsidiary, affiliate with the company or business partners.

Confidentiality, [Non-Compete Agreement]: employees are required to strictly maintain the confidentiality of and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the Company. Such disclosure will be viewed seriously and you are liable for disciplinary action as per rules of the Company.

Proprietary Information: Employee will not disclose to anyone outside the Company, and will not use except in the business of the Company, any confidential, proprietary or secret information or material relating to the products, services, customers or business operations, personnel or activities of the Company, its licensors, or its clients, any formulae, processes, methods, machines, composition, ideas (collectively, "Proprietary Information"), either during or after employment by the Company in perpetuity, except with the written permission of the Company.

All Proprietary Information (whether or not learned, obtained or developed solely by you or jointly with others) shall remain the property of the Company, and that upon termination of employment or at any

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and bonuses during notice period. And, all the salary payments wouldnotbepaidduringthenoticeperiod and will be settled as part of the regular payroll of the month where the employee's last day falls in.

Travel:Employee may be required to travel on Company business within India and or abroad. The duration of such visits may vary, depending upon the nature of the assignment. There are specific rules governing travel, both domestic and international travel. The Company reserves the right to modify such rules from time to time, to meet changing business needs and scenarios.

Transfer:Employee services may be transferable to any of the branches of the Company, or associate companies or any other company with which this Company may arrive at an understanding or agreement for transfer of services. Employee's place of performance will be the location as specified from time to time.

Negligence:If Employer observes negligence in employee's duties and theproductivityisimpactedbased onthat,Employerhastherighttodefer the salary or withhold the salary based on the seriousness of the root cause.

Performance Reviews: Employee would be eligible for a performance review aftercompletionofatleast1yearofservicewiththecompany.And,performancereviewsareconductedattheendofeverydecember.

Other Businesses:Employee will not undertakebusinessofsimilarnaturewithanyothercompanyduring the period ofemploymentwiththisCompanyorbedoinganyotherworksthatwouldyieldincomedirectly or indirectly like part time works.

Company Assets:If, during the course ofthisemploymentwiththisCompany,employeeisprovidedwith company assets, employee shall maintain the same in good working condition and Employee shall return the items to this Company prior to your ceasing to be in the employment oftheCompany.Anyduetobe paid to you on your ceasing to be in the employment are liable to be withheld by theCompanyifthesaid items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per provisions of law.

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Where employee is suspended, employees would still need to abide by the commitment period agreed as part of the termination clause. The period employee is in suspension would need to be compensated to fulfil the commitment period.

Direct Contact with Clients or other related parties: Employee is prohibited from contacting the business customers directly or indirectly with the view of gaining employment or providing services for a period of 36 months after the employment is terminated.

Collecting System Data: A software called 'Activity Tracker' would be installed on the employee allocated system and a comprehensive data would be collected from the system that includes but not limited to screenshots, applications used, length of times spent against various activities and detailed activity records etc. This would be used in ways that will help Employers go through measure, monitor and improve employee productivity.

Notice period: Notice period 4 Weeks from the employer and two months from the employee for all the permanent employees (After completion of probation period). Employees are not eligible to get benefits and bonuses during the notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month when the employee's last day falls in. If the employee leaves the company or gives notice to the company before completing the 2 Months notice (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), the employee will have to refund all the incurred costs for the company. If the employee leaves the company or gives notice to the company before completing the 24 Months (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), employee will have to refund all the incurred costs for the company including recruitment, training and any others as applicable which costs, 3 months of salaries to the day of relieving.

For any reason employee wishes to leave the company during the commitment period, employee is expected to give a minimum of 2 months' notice period along with refunding costs as specified above. On receiving a written request from employee to employer stating the reasons to leave, employer may choose to agree or not agree to reduce the costs to be refunded. The reasons could include falling seriously sick, unable to work, getting married and hence having to shift home, shifting home to a different place, problems to do with colleagues or any other problems. As far possible as Indian law applies, none of the reasons should be an excuse to waive off the commitment period. Employee is not eligible to get benefits

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unethical practices like “go slow “ or non-cooperation etc. Employee would be required to apply & maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the Company with punctuality. Where, employer suspects that there is deliberate negligence in performance of duties, employer reserves right to move the employee to a different role and change the salary to suit the role being performed. As part of the employment, employer would be collecting the proofs of work in the form of activity details, screenshots or screen videos. And, for any instances of time theft, employer reserves the right to claim back the payments made and collect damages from the employee.

Role Switch as per Employer need: Employee could be switched or allocated additionally to any of the roles during the employment period. The total list of roles include development, QA, QA Lead, Analyst, Mentor, Project Lead, Project Manager or any other role, based on the requirement of the employer. Employee's Role/ Remuneration may change based on the employee performance.

Probation: Employee will be on probation for a period of 4 months. The Company shall have the right to terminate an employee's service with 1 week notice period during 0-1 Month of the probation period, 2 weeks notice period during 1-4 Months of the probation period. If any employee would like to resign he/she must serve 2 months of notice. This overrides any other notice periods specified elsewhere.

Termination of Services: You may be suspended or terminated from services if any gross misconduct or under performance is noticed. Misconduct includes but not limited to not adhering to the company internet usage policy, office culture policy, confidence disclosure policy or any other policies that are laid as company policies. Further to this, any conduct which may lead to direct or indirect losses to the business would be dealt under all legal rules in effect and potentially can lead to a court case being pursued against you.

Employee Suspension: Employer has the right to suspend the employee at any point in time for reasons that employer believes there is a misconduct of an employee or observes deliberate under performance or negligence in the work. If the employee is suspended, employee must not talk to other employees, customers and/or suppliers. Employee can be suspended to the maximum length of 6 months if there is no maximum period that law permits. If there is a maximum specified in the law, that would be used as the maximum length of time employee could be suspended.

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EmploymentAgreement(Annexure-B)

Agreement made as of this Date between **Snovasys Software Solutions India Pvt. Ltd.** herein called the **“Employer”** and **“ Mirza Zeeshan Abbas”** here in after called **“Employee”**, in consideration of the mutual promises and agreements herein contained, the Employer hires and employs the Employee, and the employee agrees to work for and enter the services of the Employer under the following terms hereby agree upon.

The Employee is hereby engaged to work in the capacity **Business Sales Associate** or any other capacity so designated.

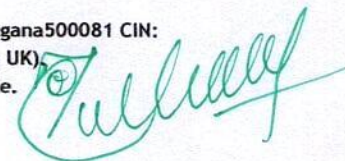
The effective date of this agreement and the commencement of work hereunder shall be the date and the employment shall continue in the capacity stated in paragraph above until terminated as hereinafter provided.

Roles & Responsibilities:

- Responsible for Lead Generation
- Market Research and Analysis
- Proposal writing
- Appointment Setting
- Marketing
- Other relevant Tasks
- Cold calling
- Voice Campaigns
- Blogs posting
- Articles Publishing
- Client follow-up meetings
- Responsible to close the lead
- End to end sales process and on - demand activities

Code of Conduct: During the period of this employment, Employee will serve honestly, faithfully, diligently and efficiently for the growth of the Company. Employee shall conduct in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instruction in letter & spirit, given by your superiors and shall not disobey any instructions given. Employee shall not indulge in any

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Benefitsoffered bySnovasys SoftwareSolutions IndiaPvt. Ltd.(“the Company”)

The above mentioned compensation package forms the Complete CTC. There is no other component/entitlement other than the ones mentioned in the CTC sheet. Unless otherwise specified in writing. Promotions and increments are governed by specific rules, as laid down by the Company fromtime to time normally annually.

Lookingforwardtoyouracceptanceoftheofferandcomingonboard.

Warm regards,

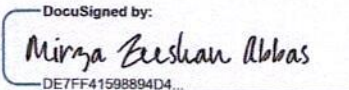
DocuSigned by:
Sriluani Kothapalli
5FDCD2889AD54DE...

Snovasys Software Solutions India Pvt. Ltd.

I have read, understood and accepted all Offer details. I understandthatthetermsandconditionslistedare pre-conditions to me being offered employment with the Company. I am under no obligation to accept these terms and conditions of employment. I accept them of my own free choice and will.

Accepted:

Name **Mirza ZeeshanAbbas**

Signature 

Date _____

Place _____

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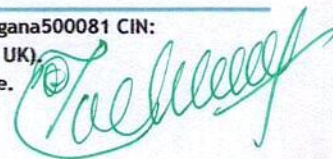
Hyderabad,Ongole

ANNEXURE-A

Salary Structure:

- 1.CTC 2.40 lakhs per annum after completion of probation period for a period of 1Year
- i. 4 Months of Probation (Stipend -Account pay of Rs.13,000/- per month)

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any time during your employment with us. If the company is not satisfied with the outcome of background checks, it has the right to withdraw this offer without notice, compensation and your employment services will be terminated with immediate effect.

We welcome you to Snovasys Software Solutions India Pvt. Ltd., and look forward to a long and mutually beneficial association.

For **Snovasys Software Solutions India Pvt. Ltd.**

DocuSigned by:

Srihari Kothapalli

5FD0D2889AD54DE...

CEO

Enclosed:

Annexure –A(Salary Structure)

Annexure –B(Terms & Conditions of Employment)

Annexure –C(Documentation Checklist to be submitted at the time of joining) Annexure –

D (Probation Period and provisions)

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Srihari Kothapalli

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Devi

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

From: **Sai Sravani** <saisravani@snovasys.com>

Date: Mon, 12 Sep, 2022, 5:43 pm

Subject: Offer Confirmation from Snovasys - Appointment letter

To: MURUGUDUDEVISRI@GMAIL.COM <MURUGUDUDEVISRI@gmail.com>

Cc: Lakshmi Pv <lakshmi@snovasys.com>

Congratulations Peeps!!

Thanks for interviewing with us, We thoroughly enjoyed talking to you about your skills and job expectations.

You have successfully completed all the rounds of interview @ **SNOVASYS**, team is quite impressed with your approach and would like to formally offer you a position as

Business Sales Associate at Snovasys Software solutions Ltd

We'd be excited to have you join us on **19/09/2022 @9:00AM** and are thrilled to welcome you onboard at Snovasys Team!!

Please Forward the following documents for the HR process.

1. Resume applied for the interview.
2. All educational documents right from 10th to highest degree.
3. PAN Card Copy and Adhar Copy.
4. Valid passport will be required in case Employee is advised to travel onsite projects.
5. Passport size photograph.
6. Any proof of present address and Proof of permanent address.

NOTE: The Documents have to be submitted on or before **15/09/2022**, in order to avoid offer retraction from our end.

Request you to revert with acceptance before EOD In case of any queries, please write to us.

Thanks & regards,

Sai Sravani A

+917892553405

Talent acquisition team

SNOVASYS

www.snovasys.com



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VISALI VISU <visalivisuvk@gmail.com>

To: srkittpo@gmail.com

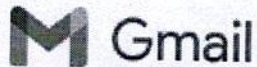
Fri, May 19, 2023 at 12:58 PM

V.Visalakshi

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

From: **Sai Sravani** <saisravani@snovasys.com>

Date: Mon, Sep 12, 2022, 5:49 PM



SAFALYA NADAKUDITI <srkittpo@gmail.com>

Fwd: Offer Confirmation from Snovasys - Appointment letter

4 messages

nandikanti durgabhavana <nandikantidurgabhavana433@gmail.com>

Fri, May 19, 2023 at 12:58 PM

To: srkittpo@gmail.com

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

From: **Sai Sravani** <saisravani@snovasys.com>

Date: Mon, 12 Sept, 2022, 5:42 pm

Subject: Offer Confirmation from Snovasys - Appointment letter

To: nandikantidurgabhavana433@gmail.com <nandikantidurgabhavana433@gmail.com>

Congratulations Peeps!!

Thanks for interviewing with us, We thoroughly enjoyed talking to you about your skills and job expectations.

You have successfully completed all the rounds of interview @ **SNOVASYS**, team is quite impressed with your approach and would like to formally offer you a position as

Business Sales Associate at Snovasys Software solutions Ltd

We'd be excited to have you join us on **19/09/2022 @9:00AM** and are thrilled to welcome you onboard at Snovasys Team!!

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1. Resume applied for the interview.
2. All educational documents right from 10th to highest degree.
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5. Passport size photograph.
6. Any proof of present address and Proof of permanent address.

NOTE: The Documents have to be submitted on or before **15/09/2022**, in order to avoid offer retraction from our end.

Request you to revert with acceptance before EOD In case of any queries, please write to us.

Thanks & regards,
Sai Sravani A
 +917892553405
 Talent acquisition team

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Devi sree <murugududevrisri@gmail.com>

To: srkittpo@gmail.com

Fri, May 19, 2023 at 12:55 PM

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19th September2022

To,

Shivani

9-61/2 Post office road,

kankipadu, Vijayawada,

Andhra pradesh -521151,

Phone: +91 8309481320

Appointment Letter

Dear **Shivani,**

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as “**Business Sales Associate**” in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only(2.40 Lakh Only)** per annum (RefAnnexure-A)(Hereafter referred to asAnnual Salary)

YourEmploymentwithuswillbegovernedbythetermsandconditionsreferredhereinAnnexure-B. Please acknowledge a copy of this appointment letter.

Youareadvisedtoreportto**HRDepartmentat09.00a.m.latestby19thSeptember2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicatedtoyouinwriting.Thisoffer is validsubject to successfulbackground verification checks at

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ANNEXURE – C

Atthetimeofjoining,Employeeisrequestedtobringthefollowingdocuments(Whereverapplicable)in
Original, along with a photocopy of each.

1. Resume supplied for the interview
2. Alleducationaldocumentsrightfrom10thtohighestdegree(needtobringoriginalsfor verification)
3. Filled Employment background application form (if applicable)
4. PANCardandproofofPANNumber(Ifapplicable)
5. ValidpassportwillberequiredincaseEmployeeisadvisedtotravelonsite projects
6. Relievingletterordulyacceptedresignationletterfrompresentemployer,previoussalarybank statements and experience letter from all your previous and present employers (if applicable)
7. Latest six months'Pay slips from present employer (if applicable)
8. Form 12B/ Form 16 from all previous and present employers (if applicable)
9. Four passport size photographs
10. Any proof of present address and Proof of permanent address

Please bring all the certificates supporting educational qualifications along withmarksheetsandanyother relevant documentation in original for verification only.

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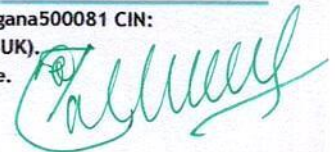
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- Employees should not work directly or indirectly with any of the Snovasys Clients or any third parties that Snovasys introduces during the employment with Snovasys for 36 months from the employee's relieving date
- Employee needs to get a written no-dues certificate from employer
- Employee would have no copyrights on the development. All the copyrights will be either with the Employer or the end clients who may have ultimate rights on the source code
- Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices
- Any violation will be met with the full force of law in both under the India/U.K laws or any other country laws as applicable.

The above terms and conditions are based on Company policies, procedures and other rules currently applicable and are subject to amendments from time to time. Employee shall abide by other rules and regulations of the Company as shall be in force from time to time.

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- Employee confirms that he has never subcontracted the work to any other during his employment
- Employee has not distributed the source code to any other.
- Employee had full control of the source code given to him at all times and can confirm that source code was safe, secure at all times under Employee's visibility
- Employee takes the responsibility to ensure all the work is carried out following all the legal guidelines as applicable
- There was no chance that any other could have stolen or copied the source code from employee's computers
- Employee does not have any backup of the source code in any form including but not limited to cloud, printed, hard disk, pen drive.
- Employee does not have any way of retrieving the source code after he leaves the employment
- Employee confirms that he does not hold any access keys, security information that can or will be used to access clients computers or clients IT resources
- No backups or archives are kept in connected or disconnected form or printed form.
- Any known violations will be immediately notified to the employer via at least one form of communication with full disclosure on how the violation has happened
- Source code was not uploaded into any publicly shared sites with any intention. Non-profit reasons are not valid justification.
- Employee has followed the industry standard coding standards and there will be no violation of any copyrights to any other individual, organization or company or any other companies
- The Employee agrees that any breach of this Agreement will result in irreparable harm to the employer for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Employer shall be entitled to equitable relief, including injunction, in the event of such breach.
- All right and property in and to the Confidential Information, and all copies made thereof, remains with the Employer. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no license is granted by the Employer to the Employee under any intellectual property right.
- Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices

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earlier time as requested by theCompany,youwillimmediatelydeliverallProprietaryInformationinyour possession or control to the Company. In view of the above, you shall be called upon at the time of your joining the company to execute a “Non-DisclosureAgreement” to this effect.

Outside Employment:Employee will not engage yourself or undertake any other gainful employment, business or activity, either part time or full time, directlyorindirectlyorsimultaneouslyaslongasyouare employed with the Company.

Leave:Employee will be entitled to leave as per the leave rules of the Company.

Non-Defamation: The Employee covenants and agrees that during the course of the employment by the Employer andforanytimethereafter,theEmployeeeshallnot,directlyorindirectly,inpublicorprivate,via any medium, deprecate, impugn or otherwise make any remarksthatwouldtendtoorbeconstruedtotend to defame the Employer, its employees or products or its reputation,norshallEmployeeassistanyperson, firm or company in doing so, except as required by subpoena, court order or other legal process.

Defamation Platforms: Employee agrees not to engage with individuals or create/participate in platforms/user groups viaonline/offlinethathascausedorcanpotentialdefameindividualsassociatedwith the Employer or employer. For violations, employee agrees to clear all the damages claimed by employer

Adherence to rules and regulations:During the employment with the Company, Employee shall be subject to, and abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify from time to time, the rules and regulations, as it deems fit.

Retirement:Employee will automatically retire from the services of the Company on attainingtheageof 58 years (may change based on government policy). Any extensions granted thereafter will be at the sole discretion of the Management.

Jurisdiction:The jurisdiction concerning any dispute arising out of this employment will beinthecourts in Ongole or Hyderabad only.

Afterleaving the company:

- Employeewill remove all the source code from their computer(s), hard drive(s), cloud (s) internal or external to the company.

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No Due Certificate:

Employee must take 'no-due certificate' from employee before being relieved from the employee duties. Employee must return all the assets that had been assigned to the employee during employment. If any such assets are lost or damaged, then the equivalent amount for the damages would need to be paid back to the employer to have the no-dues certificate produced.

Working Hours: Employee working hours will be the working hours of the office from which you operate. There may be occasions when you may have to work beyond normal office hours or during non working days, due to the exigencies of the Company's business and you will not be entitled to any additional compensation on that account.

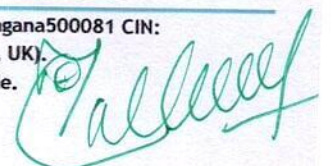
Guidelines concerning inventions and improvements: Any invention, improvement or designs conceived by you while in our employment, which is within the existing or contemplated scope of the business of the Company, shall become the Company's exclusive property as per Section 17 (c) of the Indian Copyright's Act, 1957. For purposes of this section the expression "the Company" shall in addition to Snovasys Software solutions India Pvt. Ltd., mean and include any firm, person or company subsidiary, affiliate with the company or business partners.

Confidentiality, [Non-Compete Agreement]: employees are required to strictly maintain the confidentiality of and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the Company. Such disclosure will be viewed seriously and you are liable for disciplinary action as per rules of the Company.

Proprietary Information: Employee will not disclose to anyone outside the Company, and will not use except in the business of the Company, any confidential, proprietary or secret information or material relating to the products, services, customers or business operations, personnel or activities of the Company, its licensors, or its clients, any formulae, processes, methods, machines, composition, ideas (collectively, "Proprietary Information"), either during or after employment by the Company in perpetuity, except with the written permission of the Company.

All Proprietary Information (whether or not learned, obtained or developed solely by you or jointly with others) shall remain the property of the Company, and that upon termination of employment or at any

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and bonuses during notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month where the employee's last day falls in.

Travel: Employee may be required to travel on Company business within India and or abroad. The duration of such visits may vary, depending upon the nature of the assignment. There are specific rules governing travel, both domestic and international travel. The Company reserves the right to modify such rules from time to time, to meet changing business needs and scenarios.

Transfer: Employee services may be transferable to any of the branches of the Company, or associate companies or any other company with which this Company may arrive at an understanding or agreement for transfer of services. Employee's place of performance will be the location as specified from time to time.

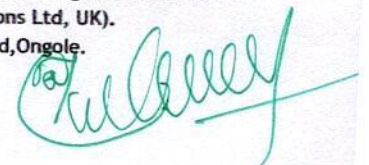
Negligence: If Employer observes negligence in employee's duties and the productivity is impacted based on that, Employer has the right to defer the salary or withhold the salary based on the seriousness of the root cause.

Performance Reviews: Employee would be eligible for a performance review after completion of at least 1 year of service with the company. And, performance reviews are conducted at the end of every December.

Other Businesses: Employee will not undertake business of similar nature with any other company during the period of employment with this Company or be doing any other work that would yield income directly or indirectly like part time works.

Company Assets: If, during the course of this employment with this Company, employee is provided with company assets, employee shall maintain the same in good working condition and Employee shall return the items to this Company prior to your ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment are liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per provisions of law.

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Where employee is suspended, employees would still need to abide by the commitment period agreed as part of the termination clause. The period employee is in suspension would need to be compensated to fulfil the commitment period.

Direct Contact with Clients or other related parties: Employee is prohibited from contacting the business customers directly or indirectly with the view of gaining employment or providing services for a period of 36 months after the employment is terminated.

Collecting System Data: A software called 'Activity Tracker' would be installed on the employee allocated system and a comprehensive data would be collected from the system that includes but not limited to screenshots, applications used, length of time spent against various activities and detailed activity records etc. This would be used in ways that will help Employers go through measure, monitor and improve employee productivity.

Notice period: Notice period 4 Weeks from the employer and two months from the employee for all the permanent employees (After completion of probation period). Employees are not eligible to get benefits and bonuses during the notice period. And, all the salary payments would not be paid during the notice period and will be settled as part of the regular payroll of the month when the employee's last day falls in. If the employee leaves the company or gives notice to the company before completing the 2 Months notice (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), the employee will have to refund all the incurred costs for the company. If the employee leaves the company or gives notice to the company before completing the 24 Months (unplanned absences or sick absences or unapproved absences would not be included towards the commitment period), employee will have to refund all the incurred costs for the company including recruitment, training and any others as applicable which costs, 3 months of salaries to the day of relieving.

For any reason employee wishes to leave the company during the commitment period, employee is expected to give a minimum of 2 months' notice period along with refunding costs as specified above. On receiving a written request from employee to employer stating the reasons to leave, employer may choose to agree or not agree to reduce the costs to be refunded. The reasons could include falling seriously sick, unable to work, getting married and hence having to shift home, shifting home to a different place, problems to do with colleagues or any other problems. As far possible as Indian law applies, none of the reasons should be an excuse to waive off the commitment period. Employee is not eligible to get benefits

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unethical practices like “go slow “ or non-cooperation etc. Employee would be required to apply & maintain the highest standards of personal conduct and integrity and comply with all the policies and procedures of the Company with punctuality. Where, employer suspects that there is deliberate negligence in performance of duties, employer reserves right to move the employee to a different role and change the salary to suit the role being performed. As part of the employment, employer would be collecting the proofs of work in the form of activity details, screenshots or screen videos. And, for any instances of time theft, employer reserves the right to claim back the payments made and collect damages from the employee.

Role Switch as per Employer need: Employee could be switched or allocated additionally to any of the roles during the employment period. The total list of roles include development, QA, QA Lead, Analyst, Mentor, Project Lead, Project Manager or any other role, based on the requirement of the employer. Employee's Role/ Remuneration may change based on the employee performance.

Probation: Employee will be on probation for a period of 4 months. The Company shall have the right to terminate an employee's service with 1 week notice period during 0-1 Month of the probation period, 2 weeks notice period during 1-4 Months of the probation period. If any employee would like to resign he/she must serve 2 months of notice. This overrides any other notice periods specified elsewhere.

Termination of Services: You may be suspended or terminated from services if any gross misconduct or under performance is noticed. Misconduct includes but not limited to not adhering to the company internet usage policy, office culture policy, confidence disclosure policy or any other policies that are laid as company policies. Further to this, any conduct which may lead to direct or indirect losses to the business would be dealt under all legal rules in effect and potentially can lead to a court case being pursued against you.

Employee Suspension: Employer has the right to suspend the employee at any point in time for reasons that employer believes there is a misconduct of an employee or observes deliberate under performance or negligence in the work. If the employee is suspended, employee must not to talk to other employees, customers and/or suppliers. Employee can be suspended to the maximum length of 6 months if there is no maximum period that law permits. If there is a maximum specified in the law, that would be used as the maximum length of time employee could be suspended.

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Employment Agreement (Annexure-B)

Agreement made as of this Date between **Snovasys Software Solutions India Pvt. Ltd.** herein called the **“Employer”** and **“Mirza Zeeshan Abbas”** here in after called **“Employee”**, in consideration of the mutual promises and agreements herein contained, the Employer hires and employs the Employee, and the employee agrees to work for and enter the services of the Employer under the following terms hereby agree upon.

The Employee is hereby engaged to work in the capacity **Business Sales Associate** or any other capacity so designated.

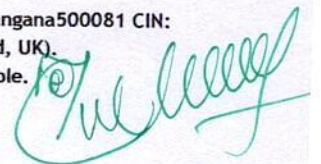
The effective date of this agreement and the commencement of work hereunder shall be the date and the employment shall continue in the capacity stated in paragraph above until terminated as hereinafter provided.

Roles & Responsibilities:

- Responsible for Lead Generation
- Market Research and Analysis
- Proposal writing
- Appointment Setting
- Marketing
- Other relevant Tasks
- Cold calling
- Voice Campaigns
- Blogs posting
- Articles Publishing
- Client follow-up meetings
- Responsible to close the lead
- End to end sales process and on - demand activities

Code of Conduct: During the period of this employment, Employee will serve honestly, faithfully, diligently and efficiently for the growth of the Company. Employee shall conduct in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instruction in letter & spirit, given by your superiors and shall not disobey any instructions given. Employee shall not indulge in any

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Benefitsoffered bySnovasys SoftwareSolutions IndiaPvt. Ltd.(“the Company”)

The above mentioned compensation package forms the Complete CTC. There is no other component/entitlement other than the ones mentioned in the CTC sheet. Unless otherwise specified in writing. Promotions and increments are governed by specific rules, as laid down by the Company fromtime to time normally annually.

Lookingforwardtoyouracceptanceoftheofferandcomingonboard.

Warm regards,

DocuSigned by:
Srilaxmi Kothapalli
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Snovasys Software Solutions India Pvt. Ltd.

I have read, understood and accepted all Offer details. I understandthatthetermsandconditionslistedare pre-conditions to me being offered employment with the Company. I am under no obligation to accept these terms and conditions of employment. I accept them of my own free choice and will.

Accepted:

Name **Mirza ZeeshanAbbas**

Signature DocuSigned by:
Mirza Zeeshan Abbas
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Date _____

Place _____

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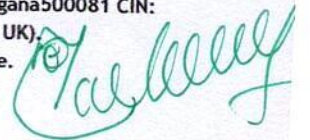
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ANNEXURE-A

Salary Structure:

1. CTC 2.40 lakhs per annum after completion of probation period for a period of 1 Year
- i. 4 Months of Probation (Stipend -Account pay of Rs.13,000/- per month)

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any time during your employment with us. Ifthecompanyisnotsatisfiedwiththeoutcomeofbackground checks, it has the right to withdraw this offer without notice,compensationandyouremploymentservices will be terminated with immediate effect.

We welcome you to Snovasys Software Solutions India Pvt. Ltd.,andlookforwardtoalongandmutually beneficial association.

ForSnovasysSoftwareSolutionsIndiaPvt. Ltd.

DocuSigned by:

Srilaxmi Kothapalli

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CEO

Enclosed:

Annexure –A(Salary Structure)

Annexure–B(Terms&Conditionsof Employment)

Annexure–C(DocumentationChecklisttobesubmittedatthetimeofjoining) Annexure –

D (Probation Period and provisions)

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(Handwritten Signature)

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19th September2022

To,

Inthiaz

9-61/2 Post office road,

kankipadu, Vijayawada,

Andhra pradesh -521151,

Phone: +91 8309481320

Appointment Letter

Dear **Inthiaz**,

This is with reference to your application for employment and the subsequent interview with us.

We are pleased to offer you an appointment as “**Business Sales Associate**” in **Snovasys Software Solutions India Pvt. Ltd.** with a Cost to Company (CTC) of **Two Lakh Forty thousand rupees only (2.40 Lakh Only)** per annum (RefAnnexure-A)(Hereafter referred to asAnnual Salary)

YourEmploymentwithuswillbegovernedbythetermsandconditionsreferredhereinAnnexure-B. Please acknowledge a copy of this appointment letter.

Youareadvisedtoreportto**HRDepartmentat09.00a.m.latestby19thSeptember2022.**

for joining formalities, failing which, this offer stands withdrawn, unless such date is extended and communicatedtoyouinwriting.Thisoffer is validsubject to successfulbackground verification checks at

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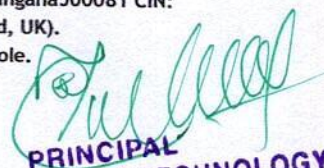
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- Employee confirms that he has never subcontracted the work to any other during his employment
- Employee has not distributed the source code to any other.
- Employee had full control of the source code given to him at all times and can confirm that source code was safe, secure at all times under Employee's visibility
- Employee takes the responsibility to ensure all the work is carried out following all the legal guidelines as applicable
- There was no chance that any other could have stolen or copied the source code from employee's computers
- Employee does not have any backup of the source code in any form including but not limited to cloud, printed, hard disk, pen drive.
- Employee does not have any way of retrieving the source code after he leaves the employment
- Employee confirms that he does not hold any access keys, security information that can or will be used to access clients computers or clients IT resources
- No backups or archives are kept in connected or disconnected form or printed form.
- Any known violations will be immediately notified to the employer via at least one form of communication with full disclosure on how the violation has happened
- Source code was not uploaded into any publicly shared sites with any intention. Non-profit reasons are not valid justification.
- Employee has followed the industry standard coding standards and there will be no violation of any copyrights to any other individual, organization or company or any other companies
- The Employee agrees that any breach of this Agreement will result in irreparable harm to the employer for which damages would be an inadequate remedy. Therefore, in addition to its rights and remedies otherwise available at law, the Employer shall be entitled to equitable relief, including injunction, in the event of such breach.
- All right and property in and to the Confidential Information, and all copies made thereof, remains with the Employer. The Recipient does not acquire any rights in the Confidential Information except for the limited right to use the Confidential Information for the Purpose. In particular, no license is granted by the Employer to the Employee under any intellectual property right.
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Outside Employment:Employee will not engage yourself or undertake any other gainful employment, business or activity, either part time or full time, directlyorindirectlyorsimultaneouslyaslongasyouare employed with the Company.

Leave:Employee will be entitled to leave as per the leave rules of the Company.

Non-Defamation: The Employee covenants and agrees that during the course of the employment by the Employer andforanytimethereafter,theEmployee shall not,directlyorindirectly,inpublicorprivate,via any medium, deprecate, impugn or otherwise make any remarksthatwouldtendtoorbeconstruedtotend to defame the Employer, its employees or products or its reputation,norshallEmployeeassistany person, firm or company in doing so, except as required by subpoena, court order or other legal process.

Defamation Platforms: Employee agrees not to engage with individuals or create/participate in platforms/user groups viaonline/offlinethathascausedorcanpotentialdefameindividualsassociatedwith the Employer or employer. For violations, employee agrees to clear all the damages claimed by employer

Adherence to rules and regulations:During the employment with the Company, Employee shall be subject to, and abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify from time to time, the rules and regulations, as it deems fit.

Retirement:Employee will automatically retire from the services of the Company on attainingtheageof 58 years (may change based on government policy). Any extensions granted thereafter will be at the sole discretion of the Management.

Jurisdiction:The jurisdiction concerning any dispute arising out of this employment will beinthecourts in Ongole or Hyderabad only.

Afterleaving the company:

- Employeewill remove all the source code from their computer(s), hard drive(s), cloud (s) internal or external to the company.

Module-2,Quadrant-2,Fifthfloor,CyberTowers,HitechcityRoad,PatrikaNagar,Hi-Techcity,Hyderabad,Telangana500081 CIN: U72200AP2014FTC095671. Subsidiary of Foreign Company (Snovasys Software Solutions Ltd, UK).
IncorporatedUndertheCompaniesAct2013.OurBranches:UK-London,India-Hyderabad,Ongole.

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADA,VIJAYAWADA-521 108.

SNOVASYS SOFTWARE SOLUTIONS INDIA PVT LTD
(GST Number - 37AAFCK6891H1Z3)



Parent Head Office:

#21 Gonnerston, Mount Pleasant, St.
Albans, Hertfordshire,
London, AI34SY, United Kingdom
www.snovasys.com | info@snovasys.com |

Indian Offices:

Hyderabad, Ongole

- Employees should not work directly or indirectly with any of the Snovasys Clients or any third parties that Snovasys introduces during the employment with Snovasys for 36 months from the employee's relieving date
- Employee needs to get a written no-dues certificate from employer
- Employee would have no copyrights on the development. All the copyrights will be either with the Employer or the end clients who may have ultimate rights on the source code
- Employer does not take any responsibility arising out of conflicts with any third party provider with any development using illegal practices
- Any violation will be met with the full force of law in both under the India/U.K laws or any other country laws as applicable.

The above terms and conditions are based on Company policies, procedures and other rules currently applicable and are subject to amendments from time to time. Employee shall abide by other rules and regulations of the Company as shall be in force from time to time.

Module-2, Quadrant-2, Fifth floor, Cyber Towers, Hitech city Road, Patrika Nagar, Hi-Tech city, Hyderabad, Telangana 500081 CIN:
U72200AP2014FTC095671. Subsidiary of Foreign Company (Snovasys Software Solutions Ltd, UK).
Incorporated Under the Companies Act 2013. Our Branches: UK-London, India-Hyderabad, Ongole.

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SNOVASYS SOFTWARE SOLUTIONS INDIA PVT LTD
(GST Number-37AAFCK6891H1Z3)

SNOVASYS
We Love To Help You Succeed

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#21 Gonnerston, Mount Pleasant, St.
Albans, Hertfordshire,
London, AI34SY, United Kingdom
www.snovasys.com | info@snovasys.com |

Indian Offices:

Hyderabad, Ongole

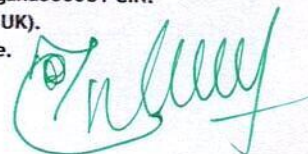
ANNEXURE – C

At the time of joining, Employee is requested to bring the following documents (Wherever applicable) in **Original**, along with a photocopy of each.

1. Resume supplied for the interview
2. All educational documents right from 10th to highest degree (need to bring originals for verification)
3. Filled Employment background application form (if applicable)
4. PAN Card and proof of PAN Number (If applicable)
5. Valid passport will be required in case Employee is advised to travel on site projects
6. Relieving letter or duly accepted resignation letter from present employer, previous salary bank statements and experience letter from all your previous and present employers (if applicable)
7. Latest six months' Pay slips from present employer (if applicable)
8. Form 12B/ Form 16 from all previous and present employers (if applicable)
9. Four passport size photographs
10. Any proof of present address and Proof of permanent address

Please bring all the certificates supporting educational qualifications along with marksheets and any other relevant documentation in original for verification only.

Module-2, Quadrant-2, Fifth floor, Cyber Towers, Hitech city Road, Patrika Nagar, Hi-Tech city, Hyderabad, Telangana 500081 CIN:
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SAFALYA NADAKUDITI <srkittpo@gmail.com>

Re: LETTER of INTENT

1 message

Anu Avani <anuavani22@gmail.com>
 To: "srkittpo@gmail.com", <srkittpo@gmail.com>

Fri, May 19, 2023 at 1:09 PM

On Fri, 26 Aug, 2022, 1:02 pm Anu Avani, <anuavani22@gmail.com> wrote:

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

From: **Gopinath Sakthikumar, HCL BSERV** <Gopinath.Sakthikumar@hcl.com>

Date: Thu, 9 Jun, 2022, 4:24 pm

Subject: LETTER of INTENT

To: anuavani22@gmail.com <anuavani22@gmail.com>

LETTER of INTENT

June 9, 2022

Avanigadda. Anusha

Green building, Beside Urmila hotel, FF-1, Tadigadapa, Vijayawada-521137

Dear Avanigadda. Anusha,

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd.

We are informing you about our intentions of hiring you for this position.

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

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self-explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact deepika_j@hcl.com

Regards,

HCL – Talent Acquisition Team

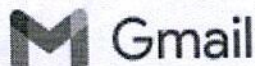
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SAFALYA NADAKUDITI <srkittpo@gmail.com>

Fwd: Letter of Intent

1 message

VISALI VISU <visalivisuvk@gmail.com>
To: srkittpo@gmail.com

Fri, May 19, 2023 at 12:57 PM

V.Visalakshi

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

From: **Gopinath Sakthikumar, HCL BSERV** <Gopinath.Sakthikumar@hcl.com>
Date: Wed, May 11, 2022, 5:06 PM
Subject: Letter of Intent
To: Visalivisuvk@gmail.com <Visalivisuvk@gmail.com>

LETTER of INTENT

May 11, 2022

V. Visalakshi

D/no;9-81/7 near sivalayam street enikepadu
Vijayawada, Andhra Pradesh 521108

Dear V. Visalakshi ,

Congratulations! We are very pleased to inform you that basis your interview and discussions with us, we have shortlisted you for the position of **Analyst** at State Street HCL Services Ltd.

We are informing you about our intentions of hiring you for this position.

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

Upon accepting this LOI, you will be provided access to self-study material in the investment banking world and prepare you for effective communication with some soft skill exercises as these are essential for your success in the professional world. Please go through the attachment of the course material shared with you which is self-explanatory.

Our training team will get in touch with you in batches and explain to you the objective of the whole exercise and help you with the approach of how to make the learning effective. At the end of the course, you will have an interaction with the training team to help you to assess yourself and get you prepared for a successful career ahead.

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

SRK INSTITUTE OF TECHNOLOGY
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19/05/2023, 16:40

Gmail - Fwd: Letter of Intent

We look forward to hearing from you. Should you have any query, please do not hesitate to contact deepika_j@hcl.com

Regards,

HCL – Talent Acquisition Team

::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.



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State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

Worksite Chennai : ETA Technopark -Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Navalur Village and Panchayat, Thiruporur Panchayat Union, Chengalpatt Taluk, Kancheepuram Dist. Chennai - 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidal Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor In Building 7, Survey No. 144 & 145, Samrat Ashoka Path, Opposite to Airport Road, Venwada, Pune - 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi - 110 019, India.

Date:February17,2021

Private & Confidential

B. V. SAI SUPRIYA

Dr No. 21-10/2-257/5-10A,GVR Nagar 4th line
Dr No. 21-10/2-257/5-10A, GVR Nagar,4th line,
Vijayawada,
AndhraPradesh,
India - 520003

DocumentID-fcfde51f-ecb3-43b3-9c1d-0e4ac9534a5c Dear

GETTIBOINA,

- With reference to your application and subsequent interview, we are pleased to makeyouanoffer-cum-appointmentwith**StateStreetHCLServices(India) Private Limited ("SSHS" or "HCL" or "Company")** as **ANALYST**. You are requiredtoreportonFebruary18,2021at09:00AMattheaddress:**Statestreet HCL Services (India) Private Limited, Chennai-SEZ, SDB2 Sholinganallur 602/3.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate whichneedstobesubmittedatthetimeofjoining.Ifyouarefoundmedically



**PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108,**

State Street HCL Services

Statestreet HCL Services (India) Private Limited

CIN : U72900DL2012FTC229698

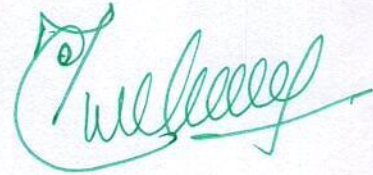
Worksite Chennai : ETA Technopark -Special Economic Zone, Upper Ground Floor
of Blocks 3, No.33, Old Mahabalipuram Road,
Navalur Village and Panchayat, Thiruppur Panchayat Union,
Chengalpet Taluk, Kancheepuram Dist.
Chennai - 603 103, India

Worksite Coimbatore : Module I-3, 2nd Floor, Tidal Park Coimbatore Limited (TPCL),
Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Commerzone, Unit 401, 4th Floor in Building 7,
Survey No. 144 & 145, Samrat Ashoka Path,
Opposite to Airport Road, Venerda, Pune - 411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi - 110 019, India.

unfit, this offer will stand withdrawn forthwith. Decision of the company, in that regard will be final & binding.



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SAFALYA NADAKUDITI <srkittpo@gmail.com>

Fwd: OFFER CONFIRMATION MAIL

1 message

Anusha Avani avanigaddaanusha898@gmail.com
To: srkittpo@gmail.com

Wed, Nov 23, 2022 at 9:30 AM

Dear Anusha,

Greetings from Best Tax Filer!

You really impressed the hiring team during the interview process. We believe that you have the skills and attitude which necessary to take this position to new heights.

For that reason, we would like to formally offer you the position of Tax Associate at our company.

As discussed, Please bring the below documents as a part of joining formalities as per the scheduled time and date.

- All academic original certificates and 1 set of photo copies.
- Address proof with the present address.
- ID Proof.
- Offer letter and relieving letter with 3 months pay slips(if experienced).
- 2 passport size photos.

If you have any questions or need more details, please don't hesitate to contact us on 8019013666, 4666.

The whole team excitedly extends their congratulations, and we look forward to welcoming you onboard.

Thanks & regards,

PRINCIPAL
SAFALYA NADAKUDITI
ENIKEPADU, VIJAYAWADA-521 108.

<https://mail.google.com/mail/u/0/?ik=28b20ffe7a&view=pt&search=all&permthid=thred-f%3A1750257848278385472&simpl=msg-f%3A1750257848278385472>

Gmail - Fwd: OFFER CONFIRMATION MAIL

11/23/22, 3:18 PM

G. Akhila

Best Tax Filer

HR Team

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<https://mail.google.com/mail/u/0/?ik=28b20ffe7a&view=pt&search=all&permthid=thread-f%3A1750257848278385472&siml=msg-f%3A1750257848278385472>



SAFALYA NADAKUDITI <srkittpo@gmail.com>

Fwd: JOINING DATE INFORMATION

1 message

VISALI VISU <visalivisuvk@gmail.com>

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

Wed, Nov 23, 2022 at 4:41 PM

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

From: **Kalyani** <kalyani.l@besttaxfiler.com>

Date: Mon, Nov 21, 2022, 11:20

Subject: JOINING DATE INFORMATION

To: <visalivisuvk@gmail.com>

Dear Visalakshi,

Greetings from BestTaxFiler!!

We're excited to welcome you to the team!

We think you'll be a great asset to the organization and want to make sure you get settled in as smoothly as possible. We feel glad to announce that your first day will be 05/12/2022.

You need to submit your pending documents (if any) on the same date.

We will update you regarding the timings.

Note: Please ignore the previous mail.

Thanks & Regards,

G. Akhila.

HR Team.





SAFALYA NADAKUDITI <srkittpo@gmail.com>

Final round selected candidates list @FUNNL- moving D needle Company

2 messages

Bala Bhargav Kasimalla <BalaBhargav.Kasimalla@funnl.us>

Thu, Nov 17, 2022 at 3:55 PM

To: "srkittpo@gmail.com" <srkittpo@gmail.com>, "Shailaja Malapula (movingDneedle)" <Shailaja.Malapula@funnl.us>

Dear Siva Nageswara Rao,

This is to inform you that students from **SRK Institute Technology -Vijayawada** have got selected at **FUNNL – moving D needle company**

This is to confirm you that the selected students can join on before **45days** after completion of there final round of Interview

You can consider this mail as an official confirmation from **the company FUNNL - moving D needle.**

we will issue the offer letter post **45day** after joining date.

Please find selected students list below

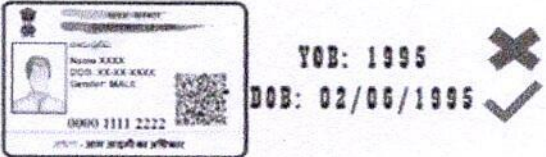
Sl no	Full Name	Primary Contact	Email	Gender	
1	Marella venkata praveen kumar	9966894595	marellapraveenkumar@gmail.com	MALE	Selected
2	Ch. Praveenkumar	6304349393	chakkidalapraveenkumar@gmail.com	MALE	Selected
3	KOMMURU VENKATA SAI AJAY KUMAR	8978447596	kvsajay2001@gmail.com	MALE	Selected
4	S Gandhi	6304423303	gandhisura2000@gmail.com	MALE	Selected
5	Choppa venkata lakshmi	9014575336	choppabujilakshmi@gmail.com	FEMALE	Selected
6	Pulivarthi venkata dhan	7286805301	venkatanagasai001@gmail.com	MALE	Selected
7	Chintala neeraja	9390226453	neerajachintala424@gamil.com	FEMALE	Selected
8	K.Durga Venkata Sai	6302125050	kalidassamuel@gmail.com	MALE	Selected
9	Aravind Varma	6281449324	aravindvarma071@gmail.com	MALE	Selected

List out the documents to submit on the joining day

Please find the below checklist all these documents you must carry and submit on the joining day to finish the On Boarding Process.

Check list for Joining

- 1 Correct Name should be update in Aadhar.
Spelling and Spaces also should be correct the same will be considered for the records

2	Correct and Full Date of birth should be update in Aadhar. Only Year of Birth is not accepted.
	
3	Should have Pan Card with update Name and DOB
4	Mobile number should be linked to Aadhaar card. Same number will be used for records and for PF and ESIC
5	2set Photocopies / Xerox of all the educational documents (SSC, Intermediate, Degree, MBA) and Pan and Aadhaar card and Bank Details
6	Must submit Original SSC marks memo or Passport

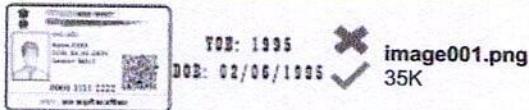
Best regards,

BALA BHARGAV. K, Hr & Recruitment

FUNNL - a movingDneedle Company

Opp. Cyber Towers, Hitech City, Hyderabad - 500081

+91 9398500384 | BalaBhargav.Kasimalla@funnl.us



SAFALYA NADAKUDITI <srkittpo@gmail.com>
To: srkplacementcell <srk.placementcell@gmail.com>

Mon, Nov 21, 2022 at 1:03 PM

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

From: **Bala Bhargav Kasimalla** <BalaBhargav.Kasimalla@funnl.us>
Date: Thu, Nov 17, 2022 at 3:55 PM
Subject: Final round selected candidates list @FUNNL- moving D needle Company
To: srkittpo@gmail.com <srkittpo@gmail.com>, Shailaja Malapula (movingDneedle) <Shailaja.Malapula@funnl.us>

Dear Siva Nageswara Rao,

This is to inform you that students from **SRK Institute Technology -Vijayawada** have got selected at **FUNNL – moving D needle company**

This is to confirm you that the selected students can join on before **45days** after completion of there final round of Interview

You can consider this mail as an official confirmation from **the company FUNNL - moving D needle.**


we will issue the offer letter post **45day** after joining date.

Please find selected students list below

SI no	Full Name	Primary Contact	Email	Gender	
1	Marella venkata praveen kumar	9966894595	marellapraveenkumar@gmail.com	MALE	Selected
2	Ch. Praveenkumar	6304349393	chakkidalapraveenkumar@gmail.com	MALE	Selected
3	KOMMURU VENKATA SAI AJAY KUMAR	8978447596	kvsajay2001@gmail.com	MALE	Selected
4	S Gandhi	6304423303	gandhisura2000@gmail.com	MALE	Selected
5	Choppa venkata lakshmi	9014575336	choppabujilakshmi@gmail.com	FEMALE	Selected
6	Pulivarthi venkata dhan	7286805301	venkatanagasai001@gmail.com	MALE	Selected
7	Chintala neeraja	9390226453	neerajachintala424@gamil.com	FEMALE	Selected
8	K.Durga Venkata Sai	6302125050	kalidassamuel@gmail.com	MALE	Selected
9	Aravind Varma	6281449324	aravindvarma071@gmail.com	MALE	Selected

List out the documents to submit on the joining day

Please find the below checklist all these documents you must carry and submit on the joining day to finish the On Boarding Process.

Check list for Joining	
1	Correct Name should be update in Aadhar. Spelling and Spaces also should be correct the same will be considered for the records
2	Correct and Full Date of birth should be update in Aadhar. Only Year of Birth is not accepted.
	 <p>YOB: 1995 ✗ DOB: 02/06/1995 ✓</p>

3	Should have Pan Card with update Name and DOB
4	Mobile number should be linked to Aadhaar card. Same number will be used for records and for PF and ESIC
5	2set Photocopies / Xerox of all the educational documents (SSC, Intermediate, Degree, MBA) and Pan and Aadhaar card and Bank Details
6	Must submit Original SSC marks memo or Passport

Best regards,

BALA BHARGAV. K, Hr & Recruitment

FUNNL - a movingDneedle Company

Opp. Cyber Towers, Hitech City, Hyderabad - 500081

☎ +91 9398500384 | ✉ BalaBhargav.Kasimalla@funnl.us



YOB: 1995

DOB: 02/06/1995



image001.png

35K

Ref : SMSL/72306338/16342972/161122/2032

Date : 16 Nov 2022

Addagiri Pramod Kumar

49-2-96, URMILA NAGAR,
GUNADALA, MACHAVARAM, KRISHNA,
VIJAYAWADA, Andhra Pradesh - 520

Offer cum Appointment Letter for Fixed Term Employment

Dear Addagiri Pramod Kumar,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Home Sales Officer**. Your base location would be **Vijaywada 1 - Moghalraja**.

You will join us on or before **21 Nov 2022**.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **20 Nov 2023**.

It is clarified that this appointment is purely temporary in nature, the company reserves its right to review your tenure and as such the employment may be terminated/concluded at an earlier date than one specified above with payment of a notice pay.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,79,400 /-** per annum (**INR ONE LAKH SEVENTY NINE THOUSAND FOUR HUNDRED only**) as mentioned in **Annexure - I**. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

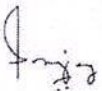
Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 16 Nov 2022



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ENIKEPADU, VIJAYAWADA-521 108.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

Annexure - I

Name : Addagiri Pramod Kumar	
Grade : K3	
Designation : Executive	
Monthly Payments	Amount in INR
Basic	8,970
House Rent Allowance	5,980
Conveyance Allowance	0
Gross Per Month (A)	14,950
Provident Fund (Employer Contribution - As per Act)	1,076
Bonus (As per Act)	748
ESIC (Employer Contribution - As per Act)**	486

Note :

*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.

* It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.

Signature :

Date: 16 Nov 2022


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Reliance SMSL Limited

Annexure – II

TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. In case you have provided your personal email ID in your communication details, the Company may send you any communication on the said email ID and the same will be considered as sufficient and legal communication. You have agreed to keep the same email ID active during the tenure of your employment.
7. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
8. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
9. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
10. In case you are covered by any performance incentive programme, the Company reserves right to set off such payment under the said programme against the statutory bonus.



Date: 16 Nov 2022

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11. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
12. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
13. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roaster.
14. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
15. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
16. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
17. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
18. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
19. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
20. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

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21. In normal course your contract shall expire on end date mentioned in the offer cum appointment letter.
22. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - a. Return to work within 8 days from the commencement of such absence
 - b. Give an explanation to the satisfaction of the Management regarding such absence.
23. Your services are liable to be terminated at any time without assigning any reason by giving 7 days notice in writing by either side or payment of 7 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
24. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
25. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
26. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
27. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
 - a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
 - b) Being an office bearer of any political party or organization which takes part in political or other collective activities.

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- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
- d) To canvas or take part in an election to any legislature or local authority
28. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
29. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
30. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
31. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
32. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
33. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
34. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.
35. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.



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36. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
37. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
38. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Addagiri Pramod Kumar

Signature :

Date: 16 Nov 2022

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Reliance SMSL Limited

Ref : SMSL/72263508/16343139/151122/2106

Date : 15 Nov 2022

Botla Yaswanth

22/A, THOTTEMPUDI, RAGHAVAI AH STREET,
SUNDAR NAGAR, DURGAPURAM , KRISHNA,
VIJAYAWADA, Andhra Pradesh - 520

Offer cum Appointment Letter for Fixed Term Employment

Dear **Botla Yaswanth**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Home Sales Officer**. Your base location would be **Vijaywada 1 - Moghalraja**.

You will join us on or before **21 Nov 2022**.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **20 Nov 2023**.

It is clarified that this appointment is purely temporary in nature, the company reserves its right to review your tenure and as such the employment may be terminated/concluded at an earlier date than one specified above with payment of a notice pay.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,79,400 /- per annum (INR ONE LAKH SEVENTY NINE THOUSAND FOUR HUNDRED only)** as mentioned in **Annexure - I**. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:



Date: 15 Nov 2022

Reliance SMSL Limited

Annexure - I

Name : Botla Yaswanth	
Grade : K3	
Designation : Executive	
Monthly Payments	Amount in INR
Basic	8,970
House Rent Allowance	5,980
Conveyance Allowance	0
Gross Per Month (A)	14,950
Provident Fund (Employer Contribution - As per Act)	1,076
Bonus (As per Act)	748
ESIC (Employer Contribution - As per Act)**	486

Note :

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

Signature :

Date: 15 Nov 2022

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Annexure – II

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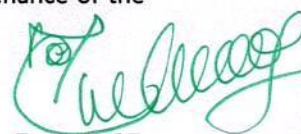
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16. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
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24. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
25. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
26. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
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- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
- d) To canvas or take part in an election to any legislature or local authority
28. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
29. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
30. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
31. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
32. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
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36. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
37. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
38. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Botla Yaswanth

Signature :



Date: 15 Nov 2022

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

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Reliance SMSL Limited

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Ref : SMSL/72262747/16343046/151122/2105

Date : 15 Nov 2022

Bourothu Gowri Sankar

0-00 masta Veedhi,
Naduku , srikakulam,
srikakulam, Andhra Pradesh - 532

Offer cum Appointment Letter for Fixed Term Employment

Dear **Bourothu Gowri Sankar**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Home Sales Officer**. Your base location would be **Vijaywada 1 - Moghalraja**.

You will join us on or before **21 Nov 2022**.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **20 Nov 2023**.

It is clarified that this appointment is purely temporary in nature, the company reserves its right to review your tenure and as such the employment may be terminated/concluded at an earlier date than one specified above with payment of a notice pay.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,79,400 /- per annum (INR ONE LAKH SEVENTY NINE THOUSAND FOUR HUNDRED only)** as mentioned in **Annexure - I**. This will be disbursed as per the prevailing rule and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

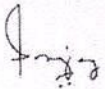
Please review, acknowledge and accept the offer cum appointment letter with annexures including "**Terms & Conditions of Employment**" at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:



Date: 15 Nov 2022

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Annexure - I

Name : Bourothu Gowri Sankar	
Grade : K3	
Designation : Executive	
Monthly Payments	Amount in INR
Basic	8,970
House Rent Allowance	5,980
Conveyance Allowance	0
Gross Per Month (A)	14,950
Provident Fund (Employer Contribution - As per Act)	1,076
Bonus (As per Act)	748
ESIC (Employer Contribution - As per Act)**	486

Note :

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

Signature :



Date: 15 Nov 2022

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Reliance SMSL Limited

Annexure – II

TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. In case you have provided your personal email ID in your communication details, the Company may send you any communication on the said email ID and the same will be considered as sufficient and legal communication. You have agreed to keep the same email ID active during the tenure of your employment.
7. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
8. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
9. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
10. In case you are covered by any performance incentive programme, the Company reserves right to set off such payment under the said programme against the statutory bonus.

Date: 15 Nov 2022

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11. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
12. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
13. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roaster.
14. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
15. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
16. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
17. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
18. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
19. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
20. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

Date: 15 Nov 2022

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21. In normal course your contract shall expire on end date mentioned in the offer cum appointment letter.
22. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - a. Return to work within 8 days from the commencement of such absence
 - b. Give an explanation to the satisfaction of the Management regarding such absence.
23. Your services are liable to be terminated at any time without assigning any reason by giving 7 days notice in writing by either side or payment of 7 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
24. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
25. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
26. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
27. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
 - a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
 - b) Being an office bearer of any political party or organization which takes part in political or other collective activities.



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Date: 15 Nov 2022

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- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
- d) To canvas or take part in an election to any legislature or local authority
28. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
29. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
30. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
31. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
32. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
33. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
34. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.
35. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.



Date: 15 Nov 2022

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36. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
37. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
38. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Bourothu Gowri Sankar

Signature :



Date: 15 Nov 2022

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Ref : SMSL/72134670/16343102/141122/2130

Date : 14 Nov 2022

Madda Joy

32-39-9, YALISALA VARI STREET,
MACHAVARAM, KRISHNA,
VIJAYAWADA, Andhra Pradesh - 520

Offer cum Appointment Letter for Fixed Term Employment

Dear Madda Joy,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Home Sales Officer**. Your base location would be **Vijaywada 1 - Moghalraja**.

You will join us on or before **21 Nov 2022**.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **20 Nov 2023**.

It is clarified that this appointment is purely temporary in nature, the company reserves its right to review your tenure and as such the employment may be terminated/concluded at an earlier date than one specified above with payment of a notice pay.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,79,400 /- per annum (INR ONE LAKH SEVENTY NINE THOUSAND FOUR HUNDRED only)** as mentioned in **Annexure - I**. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

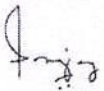
Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:



Date: 14 Nov 2022

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Annexure - I

Name : Madda Joy	
Grade : K3	
Designation : Executive	
Monthly Payments	Amount in INR
Basic	8,970
House Rent Allowance	5,980
Conveyance Allowance	0
Gross Per Month (A)	14,950
Provident Fund (Employer Contribution - As per Act)	1,076
Bonus (As per Act)	748
ESIC (Employer Contribution - As per Act)**	486

Note :

* All the above emoluments should be reduced to the extent of absence without leave or leave without pay.

* It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.

Signature :



Date: 14 Nov 2022

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Annexure – II


TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. In case you have provided your personal email ID in your communication details, the Company may send you any communication on the said email ID and the same will be considered as sufficient and legal communication. You have agreed to keep the same email ID active during the tenure of your employment.
7. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
8. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
9. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
10. In case you are covered by any performance incentive programme, the Company reserves right to set off such payment under the said programme against the statutory bonus.

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11. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
12. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
13. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roaster.
14. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
15. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
16. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
17. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
18. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
19. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
20. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

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21. In normal course your contract shall expire on end date mentioned in the offer cum appointment letter.
22. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - a. Return to work within 8 days from the commencement of such absence
 - b. Give an explanation to the satisfaction of the Management regarding such absence.
23. Your services are liable to be terminated at any time without assigning any reason by giving 7 days notice in writing by either side or payment of 7 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
24. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
25. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
26. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
27. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
 - a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
 - b) Being an office bearer of any political party or organization which takes part in political or other collective activities.



Date: 14 Nov 2022

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

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NIKEPADU, VIJAYAWADA-521 104.

Reliance SMSL Limited

- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
- d) To canvas or take part in an election to any legislature or local authority
28. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
29. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
30. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
31. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
32. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
33. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
34. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.
35. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.



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Date: 14 Nov 2022

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
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36. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
37. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
38. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Madda Joy

Signature :



Date: 14 Nov 2022

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Reliance SMSL Limited

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Ref No. HR/NOV/22/K2/60300033/1001355786

Date: 18.11.2022

Aarnepalli Niharika

Offer-cum-Appointment Letter

Dear Aarnepalli,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Customer Acquisition Officer** in the employment of the company subject to your joining on or before **18.11.2022**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **Customer Acquisition Officer** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 204000/- per annum** as below:

	Rs. per month
Basic	10200
HRA	6800
Conveyance Allowance	
Monthly Gross	17000
Annual Gross	204000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**


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Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - a. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - b. Copies of your passport photographs with grey background;
 - c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.


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12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - a. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - b. Return to work within 8 days from the commencement of such absence and
 - c. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month in writing by either side or payment of one month's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

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24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC187704

The Principal
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36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



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Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)
CIN: U74999MH2007PLC167704

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I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____



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Appointment Letter

Private & Confidential
30th May 2022

Ms. Macha Bhargavi,
19-8/1-56/B, Old Raja Rajeshwari Peta,
Vijayawada Urban-520001

Dear Ms. Bhargavi,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. . You will be reporting to the Asst. Manager Mr. Manoj Kumar Majety.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

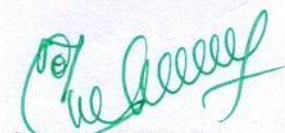
1. Employment:

- 1.1 You will be Joining at our Hyderabad i.e. Head Office on 1st June 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

INSUGO INSURANCE BROKERS PVT LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎ 040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 2025
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6


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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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

3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

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[Handwritten Signature]
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7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

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You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :

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Annexure A


CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608

**Note: Please do not disclose the salary with anybody other the undersigned.
Incentive is payable in addition to CTC as per the company Scheme**

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Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and conditions

You are required to show minimum growth of 15% of more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

INSUGO INSURANCE BROKERS PVT LTD

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

Principal
PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.

CODE OF CONDUCT

InsuGoInsurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.


Signature

Date:

INSUGO INSURANCE BROKERS PVT LTD

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LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022
CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6


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General Service Conditions that Currently Applicable

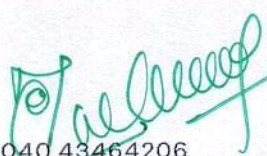
1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

INSUGO INSURANCE BROKERS PVT LTD

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PVT LTD

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022
CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6



Appointment Letter

Private & Confidential
30th May 2022

Ms. Pamarthy Jahnvi Esha,
32-30/4-29, Bhagath singh Nagar,
Machavaram, Opp Union Bank
Vijayawada

Dear Ms. Jahnvi Esha,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. . You will be reporting to the Asst.Manager Mr. Manoj Kumar Majety.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

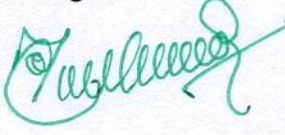
1. Employment:

- 1.1 You will be Joining at our Hyderabad i.e. Head Office on 1st June 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

INSUGO INSURANCE BROKERS PVT LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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


3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 | Phone: 08463752106

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 31/03/2022
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6


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3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

INSUGO INSURANCE BROKERS PVT LTD

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LICENSE NO: 694 | Category: Direct (Life and General) | Valid till 27/12/2026
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

(Handwritten Signature)
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7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

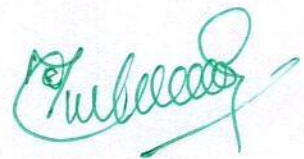
10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.



INSUGO INSURANCE BROKERS PVT LTD

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CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105B1K6

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You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :



INSUGO INSURANCE BROKERS PVT. LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022
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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned.		
Incentive is payable in addition to CTC as per the company Scheme		

(Handwritten Signature)

Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and conditions

You are required to show minimum growth of 15% of more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service



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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

CODE OF CONDUCT

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Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:



INSUGO INSURANCE BROKERS PVT LTD

PRINCIPAL

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500082

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LICENSE NO: 694 | Category: Direct (Life and General)

Valid upto: 27-12-2022

CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

INSUGO INSURANCE BROKERS PVT LTD

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084. No. 243464206

LICENSE NO: 694 | Category: Direct (Life and General) | ENKEDPOL2712A2022
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

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ENKEDPOL2712A2022

In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :



Appointment Letter

31

Private & Confidential
22nd April 2022

Ms. Pamidipamula jyothsna
4-22/1 4ward,Atkuru,
Krishna Dist, Unguturu Mandal -521286
A.P

Dear Ms. jyothsna

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Asst.Manager Mr. Manoj Kumar Majety.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

- 1.1 You will be Joining at our Hyderabad i.e. Head Office on 25th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

INSUGO INSURANCE BROKERS PVT LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

P. Jyothsna

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ENIKEPADU, VIJAYAWADA-521 103.

2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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

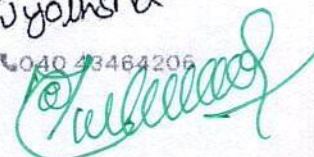
3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

INSUGO INSURANCE BROKERS PVT LTD

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P. Jyotsna



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3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

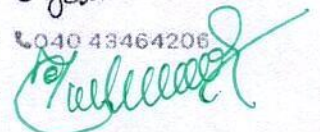
6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

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P. Jyotsna



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7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

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You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

A.V.N. Vannu

Authorized Signatory



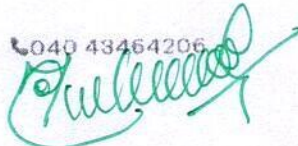
DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name : P. JYOTHSNA
Signature : P. Jyothsna
Date : 25/4/2022

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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned. Incentive is payable in addition to CTC as per the company Scheme		

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P. Tyathra

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Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

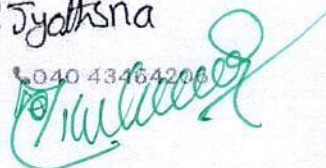
Terms and conditions

You are required to show minimum growth of 15% of more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

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P. Jyathsna



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CODE OF CONDUCT

InsuGoInsurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs P. JYOTHSNA _____ having read and understood the above code of conduct do hereby accept the same.

Signature P. Jyothsna

Date: 25/4/22

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General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

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P. Jyotsna


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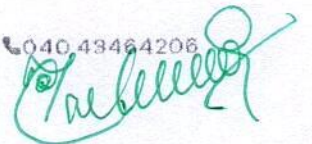
In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name : P. JYOTHSNA
Signature : P. Jyothsna
Date : 25/4/22

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Appointment Letter

Private & Confidential
30th May 2022

Ms. Pippalla Sohini,
34-11, chaitanya nagar,
kondapalli, ibrahimpatnam

Dear Ms. Sohini,,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. . You will be reporting to the Asst.Manager Mr. Manoj Kumar Majety.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

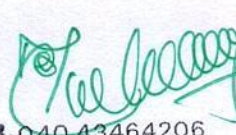
1. Employment:

- 1.1 You will be Joining at our Hyderabad i.e. Head Office on 1st June 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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

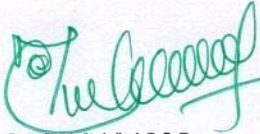
3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

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In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

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7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

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11. General Conditions

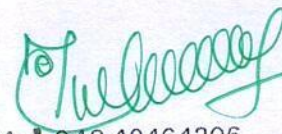
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You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :

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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
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CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E

[Signature]
PRINCIPAL
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Incentive Structure

CRITERIA	QUARTERLY INCENTIVE	
	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
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Terms and conditions

You are required to show minimum growth of 15% or more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

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CODE OF CONDUCT

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- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
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Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:

INSUGO INSURANCE BROKERS PVT LTD

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General Service Conditions that Currently Applicable

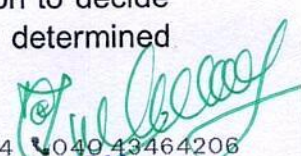
1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

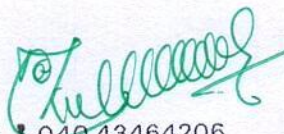
Name :
Signature :
Date :

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Appointment Letter

Private & Confidential
18th April 2022

Ms. Prashanth Nelluri,
Flat number 305, Srinivasam Apts ,
Block - B, besides Reshma clinic,
Niazmpet, Hyderabad, 500090

Dear Mr. Prashanth,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Asst. Manager Mr. Manoj Kumar Majety.

We offer you a remuneration of Rs. 2,40,183/- (Rupees Two Lakhs Fourty Thousand One Hundred and Eighty Three only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

- 1.1 You will be Joining at our Hyderabad i.e. Head Office on 21th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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

3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.5 Accidental Insurance

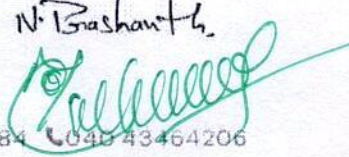
You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

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N. B. Sushanth
[Signature]

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9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

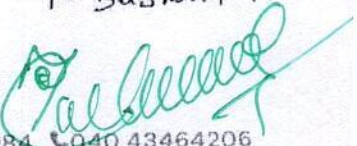
You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

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Incentive Structure

CRITERIA	QUARTERLY INCENTIVE	
	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and conditions

You are required to show minimum growth of 15% of more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

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N. Prashanth

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CODE OF CONDUCT

InsuGo Insurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs NELLURI PRASHANTH having read and understood the above code of conduct do hereby accept the same.

Signature N. Prashanth

Date: 21st April 2022

INSUGO INSURANCE BROKERS PVT LTD

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General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name : N. Bhashant
Signature : N. Bhashant
Date : 21st April 2020



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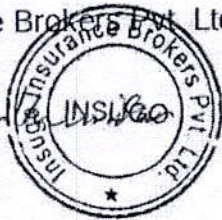
You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.
Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

A. Y. M. Vannu

Authorized Signatory



DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name : N. Prashanth
Signature : N. Prashanth
Date : 21st April 2022

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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	7,280	87,360
Special Allowance	8,008	96,096
HRA	2,912	34,944
Total Gross	18,200	2,18,400
Benefits		
Provident Fund	874	10,483
ESI	592	7,098
Gratuity as per Act	350	4,202
Total Benefits	1,815	21,783
Total Fixed CTC	20,015	2,40,183
Note: Please do not disclose the salary with anybody other the undersigned. Incentive is payable in addition to CTC as per the company Scheme		



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Ref Code: ILM/CI/2022-2023/1733

ILM'S Educate India Internship (IEI)
OFFER LETTER

To,
Ms. Masimukku Chandrika

Date: 07-07-2022

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **"Faculty - Communicative English"** under ILM'S Educate India Internship programme for the academic year August 2022 to February / March / April 2023 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during July 2022. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. You will have to make your own arrangement for your food etc., **(Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

ILM/CI/EML/22-23/003/1.0

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b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You may have to conduct the classes in your designated school in online or combination of online and offline modes if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty) the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

Personal Growth

We train you in life skills and not just for a job. One academic year's stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid, while learning it.

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Financial Growth

Part - 1

1. You will be paid ₹ 19,500/- (Rupees Nineteen Thousand Five Hundred only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment after your preliminary training is completed. Travelling allowance (wherever applicable as per ILM'S policy) will be given. (Candidates can also opt to stay on their own at their own cost)
3. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.
4. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.

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2. Additional Mandatory Incentives: If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a faculty with us for at least one academic year. After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
3. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North-Indian states based on your performance during the training.
4. After the preliminary training and signing the employment contract, if you do not report for your assignment or if you discontinue during the assignment without serving the notice period of 30 (Thirty) days you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a prorata basis depending on the number of days you attend the training, in the name of "Campus Guide (P) Ltd" or otherwise decided by ILM.

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You are required to send us your acceptance letter of the above terms and conditions on or before **12-07-2022** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhar Number / Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **12-07-2022**, you are advised to send your acceptance letter as soon as possible. **ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.**

With Best Wishes

Ghouse Pasha
HRD

ILM/CI/EML/22-23/003/1.0

Page 5 of 6

PRINCIPAL



Ref Code: ILM/CI/2022-2023/1733

Annexure - 1	
CTC Breakup Per Month	
CTC	₹ 19,500
Breakup of the Compensation	
Basic + VDA	₹ 14,583
Special Allowance	₹ 1,325
Performance Based Incentives *	₹ 0
Gross Earnings (1)	₹ 15,908
Take Home	₹ 13,838
Deductions	
Professional Tax	₹ 200
ESI Contribution	₹ 120
PF Contribution (Savings)	₹ 1,750
ILM'S Contribution	
ESI Contribution	₹ 518
PF Contribution (Savings)	₹ 1,750
Bonus (will be paid in / after April)	₹ 1,325
Total (2)	₹ 3,593
Total CTC (1) + (2)	₹ 19,500
Note:	
1. You will be provided free standard outstation accommodation at your place of posting.	
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).	
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)	
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)	

ILM/F/023/1.0

Page 6 of 6

Appointment Letter

Private & Confidential
14th April 2022

Ms. Rallapalli Gayathri,
Ankitha Appartment,
Flatno:AGF4,
Pingali Venkayya street,Beside
DRM traders, Ramavarapadu,
Vijayawada,521108

Dear Ms.Gayathri,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr.Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

- 1.1 You will be Joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

INSUGO INSURANCE BROKERS PVT LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

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CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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


3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training


In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

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7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 | Phone: 916 43461100

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You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :



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Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad-500084 | 040-43484206

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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned. Incentive is payable in addition to CTC as per the company Scheme		

INSUGO INSURANCE BROKERS PVT LTD

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Incentive Structure


QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and conditions

You are required to show minimum growth of 15% or more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

INSUGO INSURANCE BROKERS PVT LTD
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CODE OF CONDUCT

InsuGoInsurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:



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LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022

CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

INSUGO INSURANCE BROKERS PVT LTD

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :



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CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

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Appointment Letter

Private & Confidential
30th May 2022

Ms. Mangaraju Bhavana,
D.no 50-8/1-118, Ayyappanagar,
Gunadala, near Kalavari giri school street,
Vijayawada -520008

Dear Mr. Mangaraju,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Asst. Manager Mr. Manoj Kumar Majety.

We offer you a remuneration of Rs. 2,40,183/- (Rupees Two Lakhs Fourty Thousand One Hundred and Eighty Three only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

- 1.1 You will be Joining at our Hyderabad i.e. Head Office on 1st June 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

INSUGO INSURANCE BROKERS PVT LTD.

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 | 040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid till 31-12-2022
CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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

3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

INSUGO INSURANCE BROKERS PVT LTD

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9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.


You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

INSUGO INSURANCE BROKERS PVT LTD

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

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CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6


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You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.
Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PVT LTD

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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	7,280	87,360
Special Allowance	8,008	96,096
HRA	2,912	34,944
Total Gross	18,200	2,18,400
Benefits		
Provident Fund	874	10,483
ESI	592	7,098
Gratuity as per Act	350	4,202
Total Benefits	1,815	21,783
Total Fixed CTC	20,015	2,40,183

**Note: Please do not disclose the salary with anybody other the undersigned.
Incentive is payable in addition to CTC as per the company Scheme**

INSUGO INSURANCE BROKERS PVT LTD

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022

CIN : U66010TG2018PTC129252 | GST: 36AAFCE1105E1Z6

Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and conditions

You are required to show minimum growth of 15% or more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

INSUGO INSURANCE BROKERS PVT LTD

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CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6



CODE OF CONDUCT

InsuGoInsurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:

INSUGO INSURANCE BROKERS PVT LTD

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CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

General Service Conditions that Currently Applicable

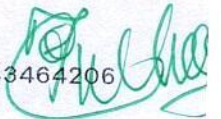
1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

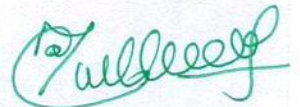
Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PVT LTD

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Appointment Letter

Private & Confidential
30th May 2022

Ms. Pilla Pujeetha,
4-3-11/4, Pothina Papayamma street,
Chittinagar,
Vijayawada 520001

Dear Ms. Pujeetha,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. . You will be reporting to the Asst. Manager Mr. Manoj Kumar Majety.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

- 1.1 You will be Joining at our Hyderabad i.e. Head Office on 1st June 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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

3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

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7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.



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You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :



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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned.		
Incentive is payable in addition to CTC as per the company Scheme		



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Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and conditions

You are required to show minimum growth of 15% or more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service



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CODE OF CONDUCT

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Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.


The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:



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CIN : U66010TG2018PTC129252 | GST: 36AAFCCI1105E1Z6

General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

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In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :

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Appointment Letter

Private & Confidential
14th April 2022

Ms. Bommididi Navya,
Busstand road, door. No2-31a
NAGAYALANKA ,

Dear Ms.Navya,

Welcome to InsuGo Insurance Brokers Private Limited

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr.Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 1,83,608/- (Rupees One Lakh Eighty Three Thousand Six Hundred and Eight only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

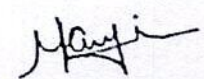
Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

- 1.1 You will be Joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.



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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

2.1 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

2.2 Gratuity

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

2.3 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

2.4 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.



Navya

INSUGO INSURANCE BROKERS PVT LTD

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LICENSE NO 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022

CIN: U66010TG2018PTC129252 | GST: 36AAFCE11105E1Z6

2.5 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

3. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

4. Performance

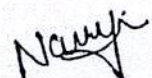
Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

5. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

6. Retirement:

You will automatically retire on attaining the age of 58 years.



INSUGO INSURANCE BROKERS PVT LTD

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022

CIN: U66010TG2018PTC129252 | GST: 36AAF01105E126

7. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

8. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

9. Advertisement

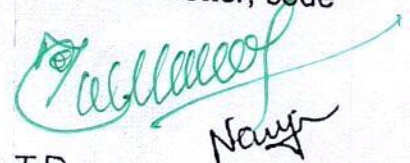
You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

10. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.



Handwritten signature in green ink, possibly reading 'Nayyar'.

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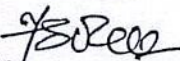
CIN : U66010TG2018PTC129252 | GST: 36AAFCI1105E1Z6

You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.

Please sign and return the copy of this appointment letter as your token of acceptance to the above.

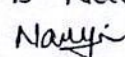
Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

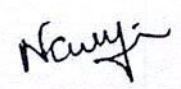

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name : B. Navya
Signature: 
Date : 21/06/22.





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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	5,565	66,782
Special Allowance	6,122	73,461
HRA	2,226	26,713
Total Gross	13,913	1,66,956
Benefits		
Provident Fund	668	8,014
ESI	452	5,426
Gratuity as per Act	268	3,212
Total Benefits	1,388	16,652
Total Fixed CTC	15,301	1,83,608
Note: Please do not disclose the salary with anybody other the undersigned. Incentive is payable in addition to CTC as per the company Scheme		



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CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6

Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and conditions

You are required to show minimum growth of 15% or more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service



Navy

INSUGO INSURANCE BROKERS PVT LTD

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CODE OF CONDUCT

InsuGo Insurance Brokers Pvt Ltd commitment to ethical and lawful business is a fundamental value of the Board of Directors, the senior management and all other employees of the company.

Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs B. Navya having read and understood the above code of conduct do hereby accept the same.

Signature Navya

Date: 21/06/22



Navya

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CIN : U66010TG2018PTC129252 | GST: 36AAF011105E1Z6

General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

INSUGO INSURANCE BROKERS PVT LTD

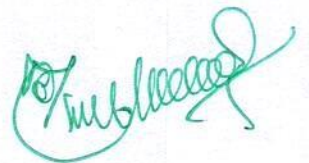
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CIN: U66010TG2018PTC129252 | GST: 36AAF01105E1Z6

In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name : B. Navya
Signature : Navya
Date : 21/06/22.



Navya

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CIN : U66010TG2018PTC129252 | GST: 36AAF1105E1Z6

Appointment Letter

Private & Confidential
14th April 2022

Ms. Raju Kaparapu,
2/258 Kodali Vari Vedi,
Near ibs Colony Enikepadu,
Vijayawada -521108

Dear Mr.Raju,

Welcome to **InsuGo Insurance Brokers Private Limited**

We are glad to have you with us and look forward to a long and rewarding relationship. We are happy to appoint you as Customer Service Representative - trainee. You will be reporting to the Sr.Assistant Manager Mrs. Radhika Golla.

We offer you a remuneration of Rs. 2,40,183/- (Rupees Two Lakhs Fourty Thousand One Hundred and Eighty Three only) per annum. This will be an all-inclusive on a Cost to the Company (CTC) for availing your services. For details check attached Annexure-A. You will be eligible for reimbursement of Local Conveyance for Official Visits.

Your appointment at InsuGo Insurance Brokers is on the following terms and conditions,

1. Employment:

- 1.1 You will be Joining at our Vijayawada i.e. Branch Office on 18th April 2022. However, your services are transferable. The company may assign you at any other location at the sole discretion of the Board Members. A prior written notice in this regard shall be duly given to you.
- 1.2 You are expected to report in the office from the date mentioned in the Point 1.1 above.
- 1.3 You will be expected to perform your duty with reasonable care and diligence and you will also undertake all reasonable and appropriate measures as may be required therein. You will be expected to attend office except while you travel on official work, during the work hours/shifts as may be decided by the company from time to time.
- 1.4 Your appointment is subject to you being medically fit and considering the correctness of all declarations made by you to our satisfaction.

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2. Probation:

You will be under probation for a period of Six (6) months from your date of joining. Subject to your continued satisfactory performance, your services shall be confirmed and a letter will be released after your probation period evaluation.

During your probation period, if Employer found your services are not satisfactory / You are not willing/interested to continue, both employer/employees can mutually agree to terminate / cancel this employment agreement by giving one-month notice either side in writing.

Upon termination of employment, you have to return the company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

3. Compensation of Benefits

3.1 Compensation of Benefits is as per the Annexure – A of this letter.

3.2 Provident Fund

You will be considered eligible in Statutory Provident Fund deduction when the company has met with the requirements of the same. The company will contribute a monthly amount equivalent to your contribution of 12% basic salary. This is inclusive of Statutory deduction by the company towards employee pension scheme maintained with the regional Provident fund commissioner.

3.3 Gratuity

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

3.4 Medical Insurance

You will be intimated on the introduction of ESI for the Purpose of Hospitalization. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

3.5 Accidental Insurance

You will be intimated on the introduction of Accidental Insurance coverage. The contribution method of Annual Premium of the company and the contribution of the employee will be notified prior introduction of the same.

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3.6 Leave

The company shall provide for casual, sick and annual leave and paid Holidays as per the Policies and procedures established by the company.

4. Unauthorized Absence

If you remain absent from work without any prior permission from your reporting manager for more than five consecutive days, it will be deemed that you are no longer interested in working for the company and that you have abandoned the employment, in such event company will have the right to terminate your services with 7 days' notice. In such case, you will not be entitled to any compensation whatsoever including those under compensation and Benefits mentioned above further you will be required to return all the documents, assets etc. in any form that may have come to be in your possession to the Company by the end of aforesaid 7 day period. In absence of the same, company has the right to take appropriate action against you.

5. Performance

Anytime subsequent to the assessment of your periodical performance, if it is found that you have not been able to achieve the pre-set targets intimated to you earlier or your continuance in employment is not beneficial to the company or you are found unfit or suitable for service in the company, your service can be terminated by giving you Two months' notice or payment of Two Month's gross salary in lieu thereof.

6. Training

In the event of your resignation from the services of the company within 12 months of attending any training imparted for the value greater than 10,000 (including nominating to any conference/seminar) by the company, you will be liable to reimburse the cost incurred by the company for such training together with the expenses incurred towards travel, conveyance, boarding and lodging or any other expense incurred during such training.

7. Retirement:

You will automatically retire on attaining the age of 58 years.

8. Conflict of interest:

Your position with the company calls for your whole-time employment and you will devote your time exclusively to the business of the company. You will not take up any other work for remuneration or any other consideration or work in an advisory capacity or to be interested directly or indirectly in any other trade or business, without obtaining prior written permission from the company.

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9. Standard of Business Code of Conduct:

In addition to the terms and conditions contained herein above, your employment will be governed by the standards of Business code of Conduct of the company as notified from time to time. In case of violation of any of the Standards of Business code of Conduct your employment may be terminated with immediate effect.

10. Advertisement

You undertake not to use or cause the name or logo or intellectual property of the company in any sales or marketing publication or advertisement in short in any manner whatsoever without prior written consent of the company. If any law suit or action or claims or anything alike is brought against the company as a consequence of any unauthorized action or publication or statement of yours of the representations any media, print or electronic or in any other form or for such action caused by you strict appropriate action shall be taken against you by the company including but not limiting to the recovery of all cost, claims or damages or anything alike arising there from.

11. General Conditions

Your working hours, weekly offs, period of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the location/Branch to which you are attached.

You will be governed by all the company's rules and regulations that are in force now and also those, which may come into force from time to time. The company has the sole and absolute right to change any of its rules, regulations, policies and standards at any time.

You hereby agree to irrevocably unconditionally and absolute keep indemnified the company at all times against all or any claims, dues, loss or damages caused to or suffered by or would be caused to or suffered by the company due to violation of any of the terms and conditions of this letter, code of conduct.

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You are also required to sign the "Code of Conduct" of the company, which shall be read with conjunction with this letter.
Please sign and return the copy of this appointment letter as your token of acceptance to the above.

Thanking you,

For InsuGo Insurance Brokers Pvt. Ltd.

Authorized Signatory

DECLARATION

I have read and understood terms & conditions of this agreement and agree to abide by the same. I confirm that all documents provided are true to my knowledge and do not consists of any faulty data. If proven wrong, then necessary action can be taken against me.

Name :
Signature :
Date :

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Annexure A

CTC COMPONENT	Monthly CTC (Rs.)	Annual CTC (Rs.)
Basic	7,280	87,360
Special Allowance	8,008	96,096
HRA	2,912	34,944
Total Gross	18,200	2,18,400
Benefits		
Provident Fund	874	10,483
ESI	592	7,098
Gratuity as per Act	350	4,202
Total Benefits	1,815	21,783
Total Fixed CTC	20,015	2,40,183

**Note: Please do not disclose the salary with anybody other the undersigned.
Incentive is payable in addition to CTC as per the company Scheme**

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Incentive Structure

QUARTERLY INCENTIVE		
CRITERIA	INCENTIVE/ VARIABLE PAY	INCENTIVE/ VARIABLE PAY
	1st YR OF SERVICE	2nd YR OF SERVICE
Achievement of Commission Premium 3,00,000	NIL	NIL
Achievement of Commission Premium more than 3,00,000 but less than 6 lakhs	5% on the commission premium above 3 lakhs upto 6 lakhs	4% on the commission premium above 3 lakhs upto 6 lakhs
Achievement of Commission Premium more than 6 lakhs but less than 9 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs upto 9 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs upto 9 lakhs
Achievement of Commission Premium more than 9 lakhs but less than 12 lakhs	5% on the commission premium above 3 lakhs up to 6 lakhs and 7% above 6 lakhs up to 9 lakhs; 8% above 9 lakhs up to 12 lakhs	4% on the commission premium above 3 lakhs up to 6 lakhs and 5% above 6 lakhs up to 9 lakhs; 6% above 9 lakhs up to 12 lakhs

Terms and conditions

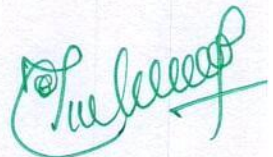
You are required to show minimum growth of 15% or more from the Previous year's Revenue. These criteria will be however not applicable for incentive / variable pay for the 1st yr of service

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CODE OF CONDUCT

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Consistent with its Values and Beliefs, InsuGo Brokers has formulated the following code of Conduct as a guide and reserves the right to upgrade the same from time to time. The code does not attempt to be comprehensive or cover all possible situations. It encourages the InsuGo Brokers to take positive actions, which are not only commensurate with the Values and Beliefs, but also perceived to be so. InsuGo Brokers expects all its employees to implement the code in its true spirit and in case of any doubt or confusion, to consult his/her immediate superior.

In performing their functions, the directors, senior management and other employees of the company shall:

- Act honestly, diligently and in good faith with integrity and shall abide by all the applicable rules, regulations, and policies of the company in all their dealings.
- Not use any confidential information obtained by them in the course of their employment from the company for personal gain, or use /allow the use of such information for the financial benefit for any third party.
- Not engage in any business, relationship or activity, which may prove to be detrimental for the company.
- Maintain the principle need of know and also confidentiality of all material non - public information about the company. Not to use their status to seek or accept any personal gains or favors from those doing or seeking to do business with the company.
- Not accept, any gifts, donations or comparable benefits the value of which is more than Rs.2000/- Gifts beyond this value have to be handed over to the company.
- Not to share any information regarding the company, its business and affairs with media without the prior approval of the management.

The code shall be read in conjunction with the model standing orders of the labor laws. This code embodies the belief that acting always with the company's legitimate interest in mind and being aware of the company's responsibility towards its stakeholders is an essential element of the Company's long-term excellence.

Declaration:

I Mr/Mrs _____ having read and understood the above code of conduct do hereby accept the same.

Signature

Date:

INSUGO INSURANCE BROKERS PVT LTD

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General Service Conditions that Currently Applicable

1. You shall, so long as you are in the service of the company, obey all lawful orders given by the Manager/ management of the company. During the tenure of your service with the company, you shall devote your whole time and attention to the business and interests of the company and shall not engage in any other business or occupation whatsoever or be interested directly or indirectly in any business or undertaking having interest opposed to or competitive with the interests of the company or in any business or undertaking having transactions with the Company except with the company's prior consent in writing.
2. Either during or after your employment, you may not divulge or utilize any confidential information belonging to the company.
3. Notwithstanding anything to the contrary herein contained, the company may take action at any time,
 - a. Terminate your appointment if you remain absent from work consecutively for 5 days or more without prior approval from your manager. If you are incapacitated from performing your duties owing to ill health or accident for a period of three months or more.
 - b. Summarily dismiss you, if you are guilty of breach of any of the appointment terms and conditions, insobriety, addiction to drugs, dishonestly, disobedience, neglect in performing your duty or any Director, Personnel or senior manager of the company certifies in writing that your conduct is detrimental to the business or interests of company.
 - c. At its discretion, terminate your appointment either by giving you 2 months' notice or without previous notice, upon paying you in addition to any sum which may have accrued to you at the date of such termination of your appointment, a sum by way of compensation equal to 2 months gross salary.
 - d. However, if your appointment is terminated for any of the cause (a) and (b) then you would not be eligible for any compensation or any remuneration which might have accrued to you on the date of termination.

If you wish to quit the services with the Company, you shall submit 2 months prior notice in writing, stating your intention and reason for resignation thereto. This notice must be handed over to the manager at whichever branch you happen to be attached at that point of time or in absence of the manager, the notice shall be sent vide registered post to the personnel manager or to any of the directors at the Head office. The company may on receipt of the said notice at its own discretion release you at a date prior to discretion to decide in the event of your services shall terminate at some earlier date determined by the company.

INSUGO INSURANCE BROKERS PVT LTD

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 ☎ 040 43464206

In the event you fail to give such notice, management will be at liberty to receive from you a sum equivalent to one month's gross salary then drawn by you, by representing liquidated damages for breach of contract and such recovery may, without prejudice to other modes of recovery, be effected from any sum due to you by way of salary or otherwise from the company. Upon termination of employment, you will also return all company property, which may be in your possession like Laptop, Charger, ID Card, Visiting Cards etc.

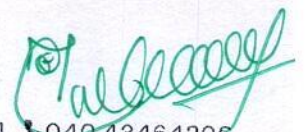
4. The General service conditions apply except to the extent they are inconsistent with the terms of specific agreement (s) in writing, if any, executed by the employee with the company.

Name :
Signature :
Date :

INSUGO INSURANCE BROKERS PVT LTD

Flat# 402, Bliss Castle, Road# 2, Shilpa Hills Layout, Hyderabad - 500 084 | 040 43464206

LICENSE NO: 694 | Category: Direct (Life and General) | Valid upto: 27-12-2022
CIN : U66010TG2018PTC129252 | GST: 36AAFCEI1105E1Z6



Date: Jun 07, 2022
Offer No : QS2626472

BABY BHAVANI MUDRABOYINA
VIJAYAWADA
VIJAYAWADA 123456
ANDHRA PRADESH

EMPLOYMENT LETTER

Dear **BABY BHAVANI MUDRABOYINA**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to AVENUE SUPERMARTS LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from JUN 08, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations. Such deputation will be communicated to you by way of a letter from company, and this will be effective from the date mentioned in such letter.

TENURE:

The term of your Contract shall be valid from JUN 08, 2022 to JUN 08, 2023.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at VIJAYAWADA.

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Offer No : QS2626472

Page 1

QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.queSScorp.com> | Toll Free No: 1800-572-3333



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Open the camera on your smart phone and scan.

[Handwritten signature]

POSITION:

You are appointed as SALES ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid till JUN 08, 2023 from the date of you joining Quess. This contract may be considered for an extension depending on the client and Quess's requirements. The extension of contract period would be considered on fresh terms as agreed between you and Quess through a separate mutually executed contract of employment. Quess shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

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In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

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ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Jun 08 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

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(Handwritten signature in green ink)

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited**.



Tej Hans Raj Singh
COO Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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AnnexureCompensation SheetOffer No: **QS2626472**Associate Name: **BABY BHAVANI MUDRABOYINA**Designation: **SALES ASSOCIATE**Location: **VIJAYAWADA**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	10414	124968
Gross Salary	10414	124968

Employer's Contribution		
Employer_esi	339	4068
Employer Provident Fund	1354	16248
Total Contribution	1693	20316
Cost to Company: (CTC)	12107	145284

Deduction: (Subjected to change)		
Employee Esi	79	948
Provident Fund	1250	15000
Total Deduction	1329	15948
Net Take Home	9085	109020

NOTE : There will be deduction against Professional Tax as per Slab and as per notified by State Government Authorities.

Tej Hans Raj Singh
COO Staffing

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Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Market to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.

Please mention your

- Offer No :QS2626472
- Name :BABY BHAVANI MUDRABOYINA
- Mobile No

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>

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Annexure B

OMS ID: 2626472

BABY BHAVANI MUDRABOYINA

VIJAYAWADA VIJAYAWADAANDHRA PRADESH

Dear: **BABY BHAVANI MUDRABOYINA**

Further to your appointment with Quess Corp Ltd. please note that with acceptance of this letter of appointment by Quess Corp Ltd, you unconditionally agree to the following:-

- 1.Your current leave balance with GENERAL would become the opening leave balance for your leave account with Quess Corp Ltd.
- 2.Your original date of joining GENERAL would be considered for all statutory compliances including the eligibility for determining the gratuity payable by Quess Corp Ltd.
- 3.The statutory bonus payable to you by GENERAL for the FY 17-18 shall be paid by us along with the bonus disbursement by Quess Corp Ltd.
- 4.Your Provident Fund balance with GENERAL will be transferred to the new Provident Fund account with Quess Corp Ltd.
- 5.Your benefits under the ESIC scheme will continue under Quess Corp Ltd.
- 6.By signing this you agree to follow the rules and regulations of Quess Corp Ltd. applicable to employees of your cadre.
- 7.You declare and agree that your employment contract with GENERAL is terminated herewith by accepting the employment with Quess Corp Ltd. on service conditions which are not less favourable than applicable to you in your earlier employment with GENERAL .

Relinquishment of your employment with GENERAL is due to determination of their service provider contract with Avenue Supermarts Ltd. because of their inability to continue to provide any further services to them for reasons beyond their control. Your appointment with Quess Corp Ltd. and relinquishing of employment with GENERAL is voluntary and with your unconditional consent. You agree not to make any claims of whatsoever nature, monetary or otherwise to GENERAL or to its clients and your rights are restricted to what is stated above with Quess Corp Ltd.

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For QUESS Corp Ltd.



Tej Hans Raj Singh
COO Staffing

BABY BHAVANI MUDRABOYINA

Signature of Employee

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Offer No : QS2626472

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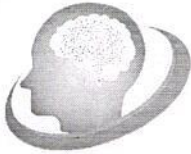
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THOUGHT CIRCUITS SERVICES

40
10/11/2022
3/10/2022

Date: 06/27/2022

MR.Gopi,

Subject: Appointment for post of Bench Sales Recruiter

* * *

Dear GopiPalepu,

We are pleased to offer you, the position of **Bench Sales Recruiter** with **Thought Circuits Services LLC** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of **06/27/2022**

2. Job title

Your job title will be **Bench Sales Recruiter**, and you will report to **Mr.AvinashKrovvidi**, HR Manager.

3. Salary

You're Salary and other benefits will be as set out in schedule 1, hereto.

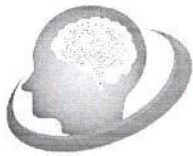
4. Place of posting

You will be posted at Vijayawada – Andhra Pradesh. You may however be required to work at any place of business which the company has, or may later acquire.

5. Hours of Work

The normal working days are from Monday to Friday. The normal working hours are from 7 PM IST to 4 AM IST and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.

Veterinary Colony, Road no: 2 ,LalithaNivas, 1st floor ,Vijayawada , Andhra Pradesh.



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6. Leave/Holidays :

6.1 You are entitled to avail casual leave of 9 days

6.2 You are entitled to avail 2 working days of paid sick leave.

6.3 The Company shall notify a list of declared holidays at the beginning of each year.

7. Nature of duties

You are expected to perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

8. Company property

You should always maintain in good condition all the Company property, which will be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Borrowing/accepting gifts

You should not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.



THOUGHT CIRCUITS SERVICES

10.2 You may terminate your employment with the Company, without any cause, by giving no less than 1 month prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable grounds to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

10.4 On the termination of your employment for whatever reason, you will return to the Company all properties; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10.5 On the termination of your employment for whatever reason, Incentives are no more applicable.

11. Confidential Information

11.1 During your employment with the company you are expected to devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes but



THOUGHT CIRCUITS SERVICES

is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.3 At any time, you should not remove any Confidential Information from the office without permission.

11.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

12. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court, Hyderabad, Telangana .



THOUGHT CIRCUITS SERVICES

15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Very Sincerely,

AvinashKrovvidi

HR Manager

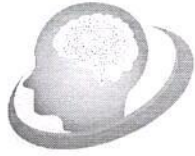
E-Mail: avinash@thoughtcircuits.com

Phone: 8341365322

Please Sign and Submit one hard copy to Management as your acceptance

Full Name: Palepu Gopi

Signature:



THOUGHT CIRCUITS SERVICES

Schedule I – Compensation Details

Salary Structure:

Basic Salary	7500
Conveyance	3000
House rent allowance	7000
Medical allowance	3200
Additional Benefits	4300
Performance incentive	Depends on your performance
PF Contribution	
ESI Contribution	
Stock Option	
Car	
Telephone	

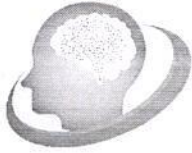
Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Schedule II – Employee Duties & Responsibilities

Duties & Responsibilities:

- Responsible for end to end recruitment life cycle.
- Should have good knowledge on IT Software Technologies.

Veterinary Colony, Road no: 2 ,LalithaNivas, 1st floor ,Vijayawada , Andhra Pradesh.



THOUGHT CIRCUITS SERVICES

- Sourcing skills should have experience in working with Job Portals and other channels.
- Detailed analysis of the Job description to understand the client's requirement thoroughly.
- Familiarity with US Tax Terms.
- Excellent communication and convincing skills.
- MIS reporting.



SUTHERLAND®

41

PROVISIONAL OFFER LETTER

College Name: SRK Group of institutions

Date: 11-Apr-2023

Dear T. SRAVANI

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Perungalathur facility (No.16, GST Road, Gateway office Parks A-1 Block, Ground Floor, Perungalathur, Chennai 600063). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

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

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

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil
Nadu, PIN 600063



SAFALYA NADAKUDITI <srkittpo@gmail.com>

Fwd: Fw: Letter of Offer of Employment - OFFICE ASSISTANT

1 message

Siva Naga Jagadeesh Oruganti <jagadeesh93980@gmail.com>
To: "srkittpo@gmail.com" <srkittpo@gmail.com>

Sat, Apr 15, 2023 at 3:33 PM

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

From: **Careers - Dolphin Hotels RFC** <careers@dolphinhotels.com>

Date: Mon, Apr 3, 2023, 12:19

Subject: Fw: Letter of Offer of Employment - OFFICE ASSISTANT

To: jagadeesh93980@gmail.com <jagadeesh93980@gmail.com>

Cc: AGM HR <agmhr@dolphinhotels.com>, Dolphin Hotels - Recruitments <hr@dolphinhotels.com>

subject: Letter of Offer of Employment - OFFICE ASSISTANTDear Mr. **O. SIVA NAGA JAGADEESH,**

Greetings of the Day!

With reference to your profile and interview had with us on 31.03.2023, we are pleased to offer you the position of '**OFFICE ASSISTANT**' in HUMAN RESOURCE Department at Dolphin Hotels Pvt. Ltd., at this point of time with gross salary of Rs.15,000/- with statutory benefits of PF & ESI. The formal letter of employment will be issued to you with all terms & conditions after reporting for duties. On acceptance of the offer, you are hereby advised to come for joining duties on or before 05.04.2023 at 09:00 am. at the following address:

DHPL HR Department,
Dolphin Hotels Pvt. Ltd.,
SP2 building, Ramoji Film City,
Anajpur, Hayathnagar, Rangareddy, Telangana.

The following documents to be brought for joining formalities:

- Original certificates of all your education & SSC certificate for Date of birth proof.
- Self-Aadhar (make sure full Date of Birth should be matched with SSC certificate & PAN card and photocopies of parents' Aadhar.
- RTPCR Covid-19 Negative certificate,
- Vaccination certificates,
- 4 Nos. pp size photographs,
- 2 Nos. POSTCARD size Group photos with parents,
- Blood Group certificate and Medical fitness certificate (format attached),
- Driving license copy (if possessed),


Please acknowledge the receipt of this offer letter and confirm your joining in reply. If you fail to join on above specified date, this offer letter stands withdrawn.

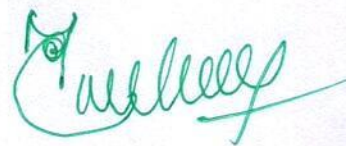
We welcome you to join our organization and look forward for a long and fruitful association.

With best wishes,
for DOLPHIN HOTELS PVT. LTD.,

G. Sreenivasulu,
Sr. Manager-HR,
Dolphin Hotels Pvt Ltd.,
Ramoji Film City,

PRINCIPAL
SRK INSTITUTE OF TECHNOLOG
ENIKEPADU, VIJAYAWADA-521 108

 **MEDICAL FITNESS CERTIFICATE.pdf**
37K



PRINCIPAL
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