



SHRIRAM

FINANCIAL PRODUCTS SOLUTIONS
(CHENNAI) PRIVATE LIMITED

EMPOWERING PEOPLE THROUGH PROSPERITY

2

Shriram Financial Products Solutions
(Chennai) Private Limited

Private & Confidential

Date: 9th November 2021
Rabbani Patan
4-82, Sc - Colony,
Atkuru,
Gannavaram - 521286

LETTER OF INTENT

Dear Rabbani,

Further to the interviews you had with us, we are pleased to make an offer of employment to you for the position of **Sales Trainee in Senior Executive** grade in the **Sales - Cross Sell** function with Shriram Financial Products Solutions (Chennai) Private Limited, on the following terms and conditions:

1. Your Total Base Compensation will be **Rs. 300000/- (Rupees Three Lakhs Only)** per annum. The detailed break-up of the same is given in the Annexure enclosed along with this letter. Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background and professional merit. This information and any changes made therein should be treated as personal and confidential.
2. You will be eligible for performance pay as per Company policy.
3. You will functionally report to **Cluster Sales Manager** or to any other person as may be notified to you by the organization from time to time.
4. Your initial place of posting will be **Vijayawada**. The Company reserves the right to transfer your services to any other departments / office / branch or any associated Group Companies at its own discretion, if required.
5. You shall serve a probation period of six months. During the period of probation, either party may terminate the contract by giving **Thirty days'** notice in writing or Gross salary in lieu thereof, at the Company's discretion. However, for employees joining at **Assistant Vice President (AVP)** grade and above, the Notice Period during probation will be ninety days. On satisfactory completion of your probation, your services will be confirmed by the Management in writing. The Company reserves the right to extend the period of probation in the event that your performance is not meeting expectations. Post confirmation, either party can terminate the service by giving **Ninety days'** notice or Gross salary in lieu thereof, at the Company's discretion.
6. Your employment with the Company is subject to the accuracy of the testimonials and information provided by you.
7. Your employment is contingent upon satisfactory reference and background checks, including verification of your application materials, education and employment history. You are requested to submit the documents required for Background Verification when called upon, post issuance of this Offer Letter. Failure to submit the documents within the stipulated period or in case of an unsatisfactory verification report, the Company reserves the right to withdraw the Offer Letter. The offer is subject to satisfactory completion of Background Verification.
8. Your employment is also contingent upon your ability to work for the Company without restrictions (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
9. The nature of work and the department to which you are attached, entails you to have access to information regarding Company related matters. You shall not disclose the same either directly or



Administrative Office:

3-6-478, 2nd Floor, Anand Estate, Opp. Indian Bank,
Liberty Road, Himayath Nagar, Hyderabad - 500 029
Phone : +91-40-2343 4466 Fax : 040-23434488


PRINCIPAL

SRK Institute of Technology
CIN: U67100TN2012PTC000000
ENKEPADA, Vijayawada - 521 108

Gream Dugar, 4th Floor no. 149, Greams Road,
Chennai, Tamil Nadu - 600 006

Shriram Financial Products Solution
(Chennai) Private Limited

- indirectly during the course of your employment to any competitor/any other person, who are likely to misuse this information, prejudicial to the interest of the Company.
10. The offer is valid up to one week from **9th November, 2021**. You will be required to submit your resignation acceptance letter from your current employer after acceptance of the offer. You are also requested to submit a clearance certificate from your present employer certifying clearance of all your dues with them at the time of your joining.
 11. You will join the organization as soon as possible but not later than one week from **9th November, 2021**.
 12. Your appointment shall be governed by the service terms and conditions in general, and the policies of the Company applicable to the employees of the Company, a copy of which shall be provided to you at the time of your joining.
 13. The Company reserves the right to make changes / revisions in the terms and conditions of your employment. The changes / revisions, as and when made, shall form part of the terms of your employment, with immediate effect.

We are a relatively young organization but have embarked upon a transformational journey which is aimed at creating great value for its employees and shareholders. We are sure that with your skills and experience, you will play a very crucial role in building this value proposition.

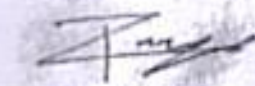
As a token of your acceptance of the terms and conditions, please sign the duplicate copy of this letter and indicate the date on which you can begin your assignment with us.

Finally, on behalf of the Management, it gives me great pleasure to invite you to a mutually beneficial and enduring working relationship.

Should you accept this LOI and confirm your joining date, you will be required to submit following mandatory documents on the first day of joining failing which, your joining will not be considered.

- i) Relieving letter/ accepted resignation letter of previous employers.
- ii) Documents listed in joining checklist, shared on your email.

For Shriram Financial Products Solutions (Chennai) Private Limited,


Authorized Signatory

I am pleased to accept your employment as per your terms and conditions. I have also been explained, and have understood and assessed the risks involved in the business of the Company, and accept the employment pursuant to the agreement. My tentative date of joining will be _____

Name

Signature

Date


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SRK Institute of Technology
ENIKEPADU, VIJAYAWADA-521 108
CIN: U57100TN2015012350000000

| ANNEXURE | | | |
|---|--------------------|------------------------------|------------------------------|
| COMPENSATION PLAN | | | |
| NAME | Rabbani Patan | | |
| GRADE | Senior Executive | | |
| FUNCTION | Sales - Cross Sell | | |
| DEPARTMENT | Sales - Cross Sell | | |
| DESIGNATION | Sales Trainee | | |
| LOCATION | Vijayawada | | |
| Particulars / Heads | * | Amount in INR (Per Annum) | Amount in INR (Per Month) |
| A: Salary & Wages | | | |
| Basic | | 120000 | 10000 |
| House Rent Allowance | | 60000 | 5000 |
| Other Allowance | | 42288 | 3524 |
| Statutory Bonus | | 42000 | 3500 |
| Total (A) | | 264288 | 22024 |
| B: Social Security | | | |
| Provident Fund - Employer Contribution | | 19476 | 1623 |
| Employee State Insurance (ESI) - Employer Contribution | | 0 | 0 |
| Total (B) | | 19476 | 1623 |
| Gross Salary Package (A + B) | | 283764 | 23647 |
| C: Deductions | | | |
| Provident Fund - Employee Contribution | | 19476 | 1623 |
| Employee State Insurance (ESI) - Employee Contribution | | 0 | 0 |
| Professional Tax | | 2400 | 200 |
| Total Deductions (C) | | 21876 | 1823 |
| Net Salary as per Pay Slip (A - C) | | 242412 | 20201 |
| Monthly Saving - Provident Fund | | 38952 | 3246 |
| D: Retirals, Perks & Benefits | | | |
| Group Mediclaim Insurance Premium (Family Floater Policy) | | 9840 | 820 |
| Group Term Life Insurance & PA Premium (Self)** | | 624 | 52 |
| Gratuity | | 5772 | 481 |
| Total (D) | | 16236 | 1353 |
| TOTAL COST TO COMPANY (A + B + D) | | 300000 | 25000 |
| NOTES: | | | |
| * Amount will be considered as non-taxable on submission of supporting bills before end of FY | | | |
| Gratuity: As per the Payment of Gratuity Act, payable only if employee completes five years' of continuous service. | | | |
| Professional Tax: As per the Professional Tax Act Rule applicable for the State | | | |
| Income Tax: As per the Income Tax rule. | | | |
| Bonus*: Pro-rated advance payment of Statutory Bonus calculated as per The Bonus Act | | | |
| ** Average Insurance Premium per employee. Covers Employee and family (spouse and upto 2 children) | | | |
| Personal Accident Insurance (covers accidental death and personal injury) | | | |
| Group Term Insurance (covers critical illness, long term disability & death during service) | | | |

Candidate Name:- Sushmitha Vuchula
Institute Name:- SRK INSTITUTE OF TECHNOLOGY

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for;

❖ **Kotak Life**

Your *remuneration* per annum is **Rs. 350,000 CTC** plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation")) Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

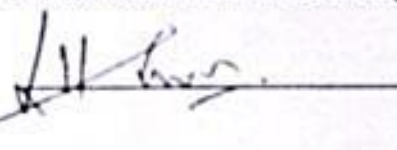
| | |
|-----------------|---------------------------------------|
| Nikitha Clarke | Nikitha.Clarke@kotak.com - 7304432297 |
| YCE Maniggandan | YCE.maniggandan@kotak.com |

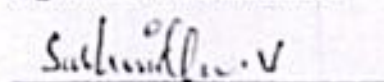
Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group

Signature of the candidate

For 



Kotak Mahindra Life Insurance Company Limited
A Kotak Mahindra Group Company (Kotak Mahindra Life Insurance Company Limited)

Registered Office: Kotak Mahindra Life Insurance Company Limited

Registered Office: Kotak Mahindra Life Insurance Company Limited

Registered Office: Kotak Mahindra Life Insurance Company Limited

Registered Office: Kotak Mahindra Life Insurance Company Limited

Registered Office: Kotak Mahindra Life Insurance Company Limited

Corporate Office:

Registered Office: Kotak Mahindra Life Insurance Company Limited

Registered Office: Kotak Mahindra Life Insurance Company Limited

Registered Office: Kotak Mahindra Life Insurance Company Limited

Registered Office: Kotak Mahindra Life Insurance Company Limited

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Registered Office: Kotak Mahindra Life Insurance Company Limited

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Koi hai... hamesha

Candidate Name:- Shaik Sharukh
Institute Name:- SRK INSTITUTE OF TECHNOLOGY

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for,

❖ **Kotak Life**

Your **remuneration** per annum is **Rs. 350,000 CTC** plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation") Your Offer letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

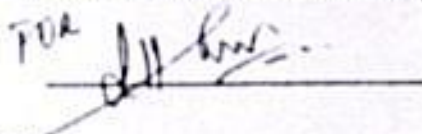
In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

| | |
|-----------------|---------------------------------------|
| Nikitha Clarke | Nikitha.Clarke@kotak.com - 7304432297 |
| YCE Maniggandan | YCE.maniggandan@kotak.com |

Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group

For 

Signature of the candidate

Sh. Sharukh

Kotak Mahindra Life Insurance Company Limited
Incorporated in India under the Companies Act, 1956

Registered Office:

Plot No. 12, Sector 12, Gurgaon
Haryana - 122001
India

Corporate Office:

Plot No. 12, Sector 12, Gurgaon
Haryana - 122001
India

Phone: 012-66000000
Fax: 012-66000001
Email: info@kotaklife.com


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Koi hai hamesha



SPANDANA

OFFER LETTER

Date: 22-Apr-2021

To
Mr.Maram Venkatesh,
Nandigama Town & Mandal, Krishna Dist,
Andhra Pradesh-521185.

Dear Venkatesh,

Congratulations and welcome to Spandana Sphoorty Financial Limited!

Further to our discussions, we are pleased to extend you an offer to join Spandana as "Executive Trainee". Your compensation details are furnished in Annexure 1, enclosed herewith.

If any material information comes to the company's notice, which impacts the premise based on which the candidate has been selected, the offer can be withdrawn before or after joining.

All matters pertaining to your employment and compensation are strictly confidential and it should be treated as such.

On successful completion of your training period, you will be placed in the designated role depending on your performance.

If you resign on your own for any reason from the services of the company, within the first 15 months of joining, you will be liable to reimburse all the expenses to the company. This includes, the salary paid, travel and accommodation reimbursements during your training period (till the placement is given), including deputation rounds and other incidentals as per the discretion of the company. Upon meeting all such dues only, you will be relieved from your services.

Also upon confirmation of your service in the company, if you desire to terminate your employment, you shall provide company, Ninety (90) Calendar days prior written notice or equivalent pay in lieu thereof.

Any tax liability arising out of your compensation should be borne by you as per the applicable personal taxation laws.

Request you to confirm your acceptance of this offer of employment by duly signing and returning the duplicate copy within 3 days from the date of issuing of letter. We are delighted to share this offer and look forward to making Spandana a great place for you to work with.

Please refer to the Annexure -1 attached, for the documents to be submitted at the time of joining. Your date of joining will be intimated by us through a separate email.

For Spandana Sphoorty Financial Ltd.

Authorized Signatory



Spandana Sphoorty Financial Limited

CIN - L65929TG2003PLC040648

Plot No.31 & 32, Ramky Selenium Towers, Tower A,
Ground Floor, Financial Dist, Nanakramguda, Hyderabad - 500 032.

Ph : +91 40 48126666, Fax : 040-44386640

contact@spandanaindia.com, www.spandanaindia.com

Candidate Signature

Date:

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SPANDANA

Annexure- 1

Total Cost To Company: INR 2,40,000(Rupees Two Lakh Fourty Thousand Only) as per break-up below:

| | |
|-------------|--------------------|
| Name | Mr.Maram Venkatesh |
| Designation | Executive Trainee |

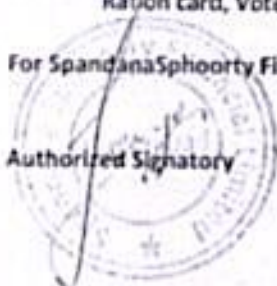
| Salary Components | Per Month(INR) | Per Annum (INR) |
|------------------------------|----------------|------------------|
| Basic | 9,325 | 1,11,900 |
| HRA | 3,730 | 44,760 |
| Attire Allowance | 932 | 11,184 |
| Washing Allowance | 1,000 | 12,000 |
| Statutory Bonus | 2,997 | 35,964 |
| Total Gross Salary | 17,985 | 2,15,820 |
| Employer PF | 1,463 | 17,556 |
| Employer ESI | 552 | 6,624 |
| Total Cost to Company | 20,000 | 2,40,000 |

Documents Required:

- 4 passport size photographs for salary account and internal use
- Original Academic marks sheets and certificate of SSLC, Intermediate, Graduation. In absence of original mark sheet and certificate of MBA/PGDM, Please submit provisional mark sheets.
- Photocopy of Identity proof and address proof (PAN card/ Aadhar card/ Passport/ Bank passbook, Ration card, Voter ID card) - 2 Copies – Originals to be produced for verification

For SpandanaSphoorthy Financial Ltd.

Authorized Signatory



Candidate Signature

Date

Spandana Sphoorthy Financial Limited

CIN - L65929TG2003PLC040648

Plot No.31 & 32, Ramky Selenium Towers, Tower A,

Ground Floor, Financial Dist, Nanakramguda, Hyderabad - 500 032. ENIKEPADU, VIJAYAWADA-521 108

Ph : +91 40 48126686, Fax : 040-44386640

contact@spandanaindia.com, www.spandanaindia.com

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27-Sep-21

APPOINTMENT LETTER

Name of the Employee: Mr. Kosuru Gopinadh
Employee No: 1121066
Present Address: Bethapudi Ramalayam street 5-32 Mangalagiri Vijayawada, Andhra Pradesh, Krishna, 522503
Permanent Address: Same As Above
Father's Name: Govinda Rao Kosuru
Emp. Date of Birth: 15-May-96

Dear Kosuru Gopinadh,

We are pleased to employ you as **Associate (Grade H2)** in our company, Firstsource Solutions Limited (Company), located at Bangalore - Pritech, or in such other capacity as the Company shall from time to time determine. This letter sets out the terms of your employment and, along with the Company's Policies and procedures, as amended from time to time (**Company Policies**), constitutes your employment agreement with the Company (**Employment Agreement**). In the event of a conflict between any of the terms or conditions contained in this Employment Agreement and those in the Company Policies, the terms of this Employment Agreement shall prevail.

1. APPOINTMENT

- a. Your employment by the Company is effective from the date of this Employment Agreement **27-Sep-21**.
- b. You will be on probation for a period of six months from the Date of Joining (**Probation Period**). Subject to Company Policies, after completion of the Probation Period, your performance will be evaluated, and if found satisfactory, you may be confirmed in the services of the Company. However, during the Probation Period, if your performance is unsatisfactory, (i) the Probation Period may be extended for a further period as may be decided by the Company; or (ii) the Company may terminate your services in accordance with Clause 15.
- c. You shall retire from the services of the Company on completing 60 years of age.
- d. Your employment in Company will be subject to you being and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the Company at any time.

Gopinadh

FIRSTSOURCE SOLUTIONS LTD.

Ground Floor, Tower SA & B, Pritech II, SEZ (Ecospace Park), Sarjapur Outer Ring Road, Varthur Hubli, Bengaluru - 560 103, India.

Tel: +91 (80) 6633 6000 | Fax: +91 (80) 6633 6099

Paradigm B, 5th Floor, WinSpace, New Link Road, Mulad (W), Mumbai - 400 044, India.

Tel: +91 22 6666 0888 | Fax: +91 22 6666 0887 | Web: www.firstsource.com

(CIN: L64202MH2001PLC134147)

[Signature]
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ENIKEPADU, VIJAYAWADA-521 108

2. **TERMS OF APPOINTMENT AND RESPONSIBILITIES**

- a. You will perform such duties as are in the opinion of the Company appropriate to your position and such other duties and exercise such powers in the Company or any subsidiary or associated company as may from time to time be delegated to you by the Company at its discretion.
- b. The Company may, at its discretion, change your level, reporting arrangements, duties and location as may be required by business exigencies.
- c. You may be transferred, seconded or deputed in such capacity, as the Company may from time to time determine, to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company. In such case, you will be governed by the terms and conditions of service applicable to such transferred assignment including compensation, working hours, holidays, leave, people policies etc. Relocation shall be as per Company Policies.
- d. You may be required to undertake travel on Company work for which you will be reimbursed for travel expenses as per Company Policies.
- e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company and its affiliates, whether directly or indirectly.
- f. You will be bound by the standing orders, rules or regulations of the Company as in force from time to time and to the extent applicable.

3. **COVENANTS**

- a. You will not make any statement or give interviews to media, newspapers, magazines, news channels or local channels in relation to the Company unless you are authorised to represent and make a statement on behalf of the Company.
- b. You will not accept gifts, presents, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately write to antibribery@firstsource.com.
- c. You will comply with and report any non-compliance or violation of the Company's Global Ethics Policy, Anti-Bribery Policy, Gifts and Entertainment Policy, and Anti-Fraud Policy in accordance with the Company's Whistle-blower Policy. Report any violation to whistleblowing@firstsource.com
- d. In the performance of your obligations, you will not utilise or provide the Company with any confidential or proprietary information of any third party or violate any obligation with respect to such information.
- e. In the event you need to hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise during your employment with the Company, you will give prior intimation to the Company and seek express consent to this effect.
- f. You will (i) not give your passwords (voice mail, network, internet or other) to any other employee or any third party; (ii) not leave workstations logged on to the network unattended; and (iii) install power-on passwords for laptops and screen saver passwords for workstations.

Crupinadh



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4. **COMPENSATION**

- a. During the course of your employment with the Company, you will be eligible to receive the following (as detailed in the **Annexure**):
- Basic salary of **Rs. 6250** per month;
 - House Rent Allowance of **Rs. 2500** per month;
 - Special Allowance 1 of **Rs. 5720** per month;
 - Statutory Bonus/ Incentive/ Ex-Gratia* of **Rs. 2894** per month; and
 - You will be entitled to other compensation and benefits in accordance with Company Policies as intimated to you from time to time
- b. Your salary will be reviewed periodically in accordance with Company Policies. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- c. Any tax liability that arises from the compensation, allowances, and benefits will be debited. All payments made to you with respect to the compensation will be subject to withholding tax and other applicable payroll deductions as required under applicable law.
- d. The Company may also deduct any debt owed by you to the Company and any deduction from remuneration to which you have previously signified or provided your consent in writing.
- e. Further, the Company reserves the right to debit your salary account for any erroneous transaction which may occur and, or, for any monies due to the Company from you.

5. **OTHER BENEFITS**

- a. You will be entitled to leaves, holidays and working hours as applicable to you based on your grade, role and location of posting.
- b. You will be eligible for perquisites, if any, as applicable to you based on function requirements as determined by the Company.
- c. You will be eligible to participate in the Company's Provident Fund Scheme as per the rules and policies applicable to you.
- d. You will be eligible for gratuity in accordance with the Payment of Gratuity Act, 1972.
- e. You will be eligible to participate in the medical programme as applicable to you.

Crupinath

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6. **REPRESENTATIONS AND WARRANTIES**

a. You represent and warrant to the Company that:

- i. You have read and fully understand all the provisions of this Agreement and the Company Policies;
- ii. You are free to enter into employment with the Company without violation of any third party rights and that the employment with the Company shall not result in a violation of any agreement or restrictive condition that you may have with any third party including any former employers. This Agreement constitutes a valid and binding obligation on you;
- iii. You are not a party to any arrangement or agreement which will compromise your ability to carry out the duties for the Company;
- iv. You have not provided the Company with any false declaration or wilfully suppressed any material information. All information provided by you, including the relieving letter from any former employer, and information set forth in the resume is truthful and accurate
- v. You have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime or have any criminal record, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, registered against you;
- vi. You have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security;
- vii. You have all the necessary licences, permissions, consents, approvals, qualifications and memberships required of you to perform the duties under this Agreement;
- viii. You have never been suspended, censured or otherwise been subjected to any disciplinary action or other proceeding, litigation or investigation by any state or governmental body or agency or any regulatory authority or self-regulatory organisation;
- ix. You are not in any position or circumstance which may constitute or be deemed to constitute a conflict of interest with respect to the Company; and
- x. You do not hold office with any political party or any governmental or non-governmental organisation whether for any political or charitable reasons or otherwise.
- xi. You shall not engage or participate in any money-making scheme or proposal offered by any other employee / person within the Company. In the event you engage in such activities, the Company may take disciplinary action against you, which may include termination of employment.

7. You understand that your employment is on the basis that the information submitted by you and the representation and warranties set out in Clause 6 (a) are true, complete and accurate. You further understand that your appointment and continuing employment at the Company is subject to a successful background verification check conducted by the Company. You agree and acknowledge that if it is found that the information submitted is false or incomplete or that you have concealed certain material information which detrimentally impacts the Company, or in the event you fail your background verification in any of the parameters checked by the Company, the Company may terminate employment in accordance with Clause 15(b).



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8. **DATA PROTECTION COMPLIANCE**

- a. The Company holds sensitive personal data for the purposes of improving Human Resources practices and for the provision and administration of benefits. The Company, or any other third party involved as a result of the Company sub-contracting one or more of its services including inter alia the payment of salaries to its employees, may process your personal data for, inter alia, the following purposes:

- i. Administering and maintaining Human Resources records;
- ii. Paying and reviewing salary and other remuneration benefits;
- iii. Providing and administering benefits (including medical insurance and personal accident cover);
- iv. Undertaking performance appraisals and reviews;
- v. Maintaining sickness and other absence records;
- vi. Taking decisions as to your fitness to work;
- vii. Providing references and information to future employers;
- viii. Providing information to future purchasers of the Company or any subsidiary of the Company; and
- ix. For any other reason the Company deems necessary.

provided that the Company will not sell, turn to account or otherwise monetise such data without your prior written consent.

- b. By signing this Employment Agreement you fully and absolutely accept and consent to the use of your data in the manner and for the purposes described in this Clause 8.

9. **COMPANY POLICIES**

- a. You will at all times be guided by and shall strictly adhere to all Company Policies as amended from time to time during the course of your employment with the Company. The Company Policies form an integral part of this Employment Agreement and you agree that should you violate the terms and conditions of any Company Policy, you will be liable to disciplinary action by the Company, which may extend to termination of your employment.
- b. You are expected to use good judgment when using social media and to ensure your activities do not harm the goodwill and reputation of the Company and are consistent with the Company's Policies, including its Social Media Policy (as amended from time to time). Your social media content must reflect that it is your opinion or content and must not imply any connection to or origination from the Company. You shall refrain from referring to or using any confidential information belonging to the Company in any manner whatsoever, on social media, including but not limited to the Company's clients' names. In the event you disclose such confidential information on social media, the Company may take disciplinary action against you, which may include

Gopinath

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- c. termination of employment. Any questions concerning the use of social media should be directed to a member of the HR team.

10. EMPLOYEE SURVEILLANCE

- a. You acknowledge that you do not have any expectation of privacy when using the Company's resources. You agree and understand that the Company may use various modes to ensure that the internet, email facilities and other communication systems provided by the Company are used in an appropriate manner including the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited or created by you.
- b. The Company also reserves the right to monitor its employees using various security measures including but not limited to closed circuit television systems. These may be installed on the Company's premises overtly or covertly to ensure that the employees do not participate or propagate any activities which are or could be detrimental to the Company's business interests, violate Company Policies or which could bring it disrepute.

11. INTELLECTUAL PROPERTY

- a. You acknowledge that any and all intellectual property rights, including, but not limited to, patent rights, design rights, copyrights, database rights, trademark rights, chip rights, trade name rights and know-how, ensuing in any territory or jurisdiction, from or in connection with the work performed by you under this Agreement or otherwise during your employment with the Company (**IP Rights**) and any discoveries, designs, developments, improvements, inventions (whether or not protectable under patent laws), works of authorship, information fixed in any tangible medium of expression, software (whether or not protectable under copyright laws), trade secrets, know-how, ideas (whether or not protectable under trade secret laws), trademarks, service marks and trade names (**Innovations**), ensuing in any territory or jurisdiction, created in any way pursuant to the activities performed by you for the Company and, or, any of its affiliates and, or, any of the Company's predecessors in title are exclusively vested in and owned by the Company or will be vested in and owned by the Company.
- b. You hereby irrevocably, perpetually and on a worldwide basis assign to the Company any and all rights in entirety related to the IP Rights and, or, Innovations of which the Company is not already the owner, including the use and application thereof. You agree that where this assignment (or part thereof) should at any time prove to be legally invalid, you shall at such time assign such rights in totality, without imposing any condition thereon, to the Company by a separate legal instrument.
- c. Should the Company consider such necessary, you shall sign an instrument and, or, any other document at the Company's first request, on the basis of which the rights referred to herein will be transferred irrevocably and unconditionally. Should a further instrument be required for the transfer of these rights, or the signature of any document, you hereby grant the Company irrevocable and unconditional power of attorney to draw up and sign the said instrument and, or, other document on your behalf.
- d. Furthermore, you agree to perform all acts that the Company deems necessary or desirable to permit and assist the Company, at its first request and at its expense, in obtaining and enforcing the full benefits, enjoyment of rights and title throughout the world in the IP Rights and Innovations.

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12. **INDEMNITY**

- a. You hereby agree to indemnify and hold the Company, its officers, directors, agents, and other related parties harmless and indemnified from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments including reasonable attorneys' fees, costs and expenses, incidental thereto, which the Company may suffer as a result of or arising out of (i) your misrepresentation or breach of any representation or warranty contained in this Agreement; (ii) your breach of any covenant or obligation under this Agreement; and (iii) inaccuracy of any information provided by you to the Company.

13. **EXCLUSIVITY**

- a. You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.
- b. During your employment, you will not directly or indirectly engage in any activity or investment or have any interest in, or perform any services for any person who is involved in activities which (i) conflicts with the Company's interests; (ii) occupies your attention so as to interfere with the proper and efficient performance of your duties at the Company; (iii) interferes with the independent exercise of your judgment in the Company's best interests; (iv) will require the unauthorised use of the Company's material, documents, data; or (v) will require the unauthorised use of Company premises for any activity which is unrelated to your employment with the Company.

14. **NON-COMPETE AND NON-SOLICIT OBLIGATIONS**

- a. In consideration for the remuneration paid by the Company, you will not, as an individual, employee, consultant, independent contractor, partner, shareholder, unit holder, member or in association with any other person, except for and on behalf of the Company, directly or indirectly, during your employment and thereafter for a period of 1 year from the date you cease to be in the employment of the Company (irrespective of the circumstances of, or the reasons for, the cessation):
- a. solicit, induce or encourage any employee of the Company or its subsidiaries to terminate his or her employment with the Company or to accept employment with any third party;
 - b. solicit, anyone who is a client, vendor or customer of the Company or persuade or attempt in any manner to persuade any client, vendor or customer of the Company to cease to do business or to reduce the amount of business which any such client, vendor or customer has customarily done or is reasonably expected to do with the Company, whether or not the relationship between the Company and such client, vendor or customer, as the case may be, was originally established, in whole or in part, through any of your efforts.
- b. If any of the restraints contained in Clause 13 or any part thereof is held to be unenforceable by reason of it extending for too great a period of time, or by reason of it being too extensive in any other respect, the parties agree that (i) such restraint shall be interpreted to extend only over the maximum period of time for which it may be enforceable and, or, over the maximum geographic areas as to which it may be enforceable and, or, over the maximum extent in all other respects as to which it may be enforceable, all as determined by the court or arbitration panel making such


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determination and (ii) in its reduced form, such restraint shall then be enforceable, but such reduced form of covenant shall only apply with respect to the operation of such restraint in the particular jurisdiction in or for which such adjudication is made. Each of the covenants contained in Clause 13 is separate, distinct, and severable.

15. **CONFIDENTIALITY**

- a. During the course of your employment, you will have access to (i) confidential or proprietary technical, financial, marketing, manufacturing, distribution, personal, sensitive or other technical or business information or trade secrets of the Company including but not limited to concepts, techniques, processes, methods, systems, designs, clients, circuits, cost data, computer programmes, formulae, development or experimental work, work in progress, customers and suppliers as well as software for client relationship management whether in the form of reports, drawings, blueprints, data, notes and other documents and records, whether printed, typed, handwritten, videotaped, transmitted or transcribed on data files or on any type of media; and (ii) third party confidential information which the Company is obligated to treat as confidential (collectively, **Confidential Information**).
- b. You agree and undertake that not to, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise reveal (or disclose in any manner), any Confidential Information to any third party other than for the purposes set out at Clause 14 of this Agreement. You will also not disclose any Confidential Information to anyone within the Company except on a 'need to know' basis.
- c. You undertake that you will, at all times, act in the best interests of the Company and shall not wilfully do anything which will or is likely to jeopardise the Company's interest, goodwill and reputation.
- d. You will not use any of the Company's or its clients' information assets (including but not limited to desktop and laptop computers, thin clients, storage devices, network connections to the LAN, Internet or to client systems, networks or client applications) for committing acts that have the potential to directly or indirectly cause damage, loss of money, or damage to corporate image, reputation or availability of any Company or client information or supporting assets.
- e. You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorised by the Company.
- f. You shall not, and shall not permit any other person to, remove any proprietary or other legends or restrictive notice contained in or included in any Confidential Information.
- g. You shall make no use whatsoever, directly or indirectly, of any Confidential Information at any time, except as required in connection with the performance of your duties for the Company.
- h. You shall abide by all applicable Information Security Policies of the Company, namely, Acceptable Use Policy, Information Classification Policy, Security Co's and Data's Security Policy Statement, Security Responsibilities, Security Briefings and any other policy or guideline or regulation relating to Information Security.
- i. Nothing contained in this Agreement shall be deemed to give you any proprietary right whatsoever in the Confidential Information.


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- j. You undertake not to publish any notice, advertisement, press release or other communication, related in any manner with the subject matter of this Agreement or its existence or otherwise to your employment with the Company or your role therein without obtaining the prior written consent of the Company.
- k. In the event of possession, access and, or, use of any Confidential Information by any third party with whom you have a nexus, it will be presumed, unless you can prove to the contrary, that you have breached your confidentiality obligations under this Agreement.
- l. No Confidential Information shall be disclosed by you except when such disclosure is mandatorily required pursuant to requirements under applicable law.

16. **TERMINATION**

- a. This Agreement is terminable by either party (i) prior to completion of continuous employment of 6 months, with 30 days notice; or (ii) after completion of continuous employment of 6 months, by written notice of 60 days. Further, in case of termination by the company, the company may pay you salary in lieu of notice, or use a combination of part-notice and part-payment in lieu of notice. Provided that where applicable law prescribes a more favourable notice period and related provisions for employees, this clause shall be deemed to have been amended to incorporate the same.
- b. Notwithstanding anything contained in Clause 15(a), in the event of any breach of the terms of Clause 6 your employment shall be liable to be terminated without notice.
- c. Notwithstanding the aforesaid, the Company may terminate your employment forthwith without any notice, if you:
 - a. Are guilty of fraud or misconduct; or
 - b. On any other grounds on which the Company would be entitled to terminate your employment forthwith under applicable law.
 - c. d. In the event you fail to report to work without permission of your supervisor or manager for a continuous period of three (3) days and you are not contactable by the Company, then the abandonment process will be initiated in accordance with the Company's Separation Policy, which may lead to termination of your employment in case you fail to resume your duties within prescribed timelines. Further, due to your failure to serve a notice period of **60 days** as required under Clause 15(a) in the event of your resignation, the Company shall initiate abandonment process as mentioned above and shall reserve the right to deduct an amount equivalent to your salary for the unserved notice period from the dues payable to you as your full and final settlement subject to applicable law.

C. Srinath



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17. **GOVERNING LAW**

Subject to Clause 17 below, this Agreement shall be governed and interpreted in accordance with the laws of India and the courts at Mumbai shall have exclusive jurisdiction in all matters arising out of this Agreement

18. **DISPUTE RESOLUTION**

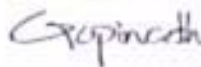
- a. Any matter or dispute arising in respect of your employment or under this Agreement will first be attempted to be settled amicably between us. In the event we fail to resolve the dispute amicably, then the same shall be referred to arbitration and such arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration shall be held at Mumbai and proceedings shall be conducted in the English language.

Yours sincerely,

For Firstsource Solutions Limited



Sudhindra Kakade
General Manager – Human Resources



Name of Employee:

Signature:

Date:



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ANNEXURE

| | |
|-----------------------|---------------------|
| NAME: Kosuru Gopinadh | POSITION: Associate |
| LOCATION: Bangalore | GRADE: H2 |

| ELEMENT | AMOUNT |
|--|-----------|
| Basic | 6250.00 |
| House Rent Allowance | 2500.00 |
| Special Allowance 1 | 5720.00 |
| Statutory Bonus | 2894.00 |
| GROSS TOTAL | 17364.00 |
| PF(12% of basic) -Company contribution | 750.00 |
| Gratuity* | 300.00 |
| ESI (3.25% of Gross Earnings) | 623.00 |
| RETIRALS TOTAL | 1673.00 |
| FIXED SALARY (P.M) | 19037.00 |
| FIXED SALARY (P.A) | 228444.00 |
| Conduct Incentive(P.M)*** | 1797.00 |
| TOTAL ANNUAL CTC | 250008.00 |

* Payable as per Gratuity Act.

** There is an additional Night Shift Allowance paid depending on your attendance at work, the shift you work for and will be paid as per policy.

**** You will be covered under Group Personal Accident and Life Insurance Policy.

*****Taxes as per Income Tax rules will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

Gopinadh

[Signature]

[Signature]
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**NAGARJUNA HOSPITAL**

Kanuru, Vijayawada-7. Ph : 2654701, (5 Lines)

Identity Card

Name

S. Teja Sai Kumar

Designation :

Management Trainee

Department :

Operations.

B. K. Kuri
Manager - HR

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Candidate Name:- Shaik Abdul Gafoor
Institute Name:- SRK INSTITUTE OF TECHNOLOGY

Subject: Letter of Offer from the Kotak Life Insurance

We are happy to inform that you have been selected as a **Management Trainee** by the Kotak Mahindra Group for;

❖ **Kotak Life**

Your **remuneration** per annum is **Rs. 350,000 CTC** plus annual incentives (subject to the minimum performance criteria of ("Meets Expectation")) Your **Offer** letter giving details of your compensation break-up, benefits & other terms & conditions will follow shortly. Your place of posting will be anywhere in India and the details of the same will be shared with you along with your offer letter. Your appointment is however subject to being certified medically fit by a doctor at the time of your joining.

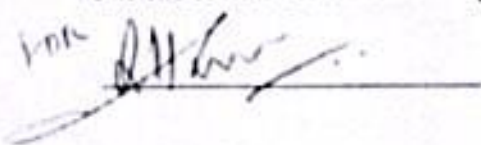
In case of any queries, do get in touch with us at the email id of the HR Relationship manager for the Company you have been recruited for.

| | |
|-----------------|---------------------------------------|
| Nikitha Clarke | Nikitha.Clarke@kotak.com - 7304432297 |
| YCE Maniggandan | YCE.maniggandan@kotak.com |

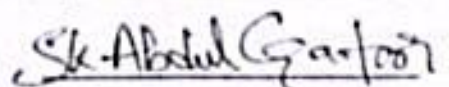
Kindly sign a copy of this offer letter conveying your acceptance.

Our best wishes & looking forward to seeing you on board early next year.

For the Kotak Mahindra Group



Signature of the candidate



Kotak Mahindra Life Insurance Company Limited
 11th Floor, 11th Avenue, 11th Avenue, 11th Avenue, 11th Avenue

Registered Office:

Address:
 Plot No. 11, 11th Avenue, 11th Avenue, 11th Avenue
 11th Avenue, 11th Avenue, 11th Avenue, 11th Avenue

Corporate Office:

11th Floor, 11th Avenue, 11th Avenue, 11th Avenue
 11th Avenue, 11th Avenue, 11th Avenue, 11th Avenue
 11th Avenue, 11th Avenue, 11th Avenue, 11th Avenue

11th Floor, 11th Avenue, 11th Avenue, 11th Avenue
 11th Avenue, 11th Avenue, 11th Avenue, 11th Avenue
 11th Avenue, 11th Avenue, 11th Avenue, 11th Avenue



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Korhai hamesha



MCP

Offer: Computer Consultancy
Ref: TCSL/DT20207161909/Delhi
Date: 23/11/2021

Mr. Manikanta Kondaboyina
41-29/1-83Ranigarithota,
Krishnalanka,
Vijayawada-520013,
Andhra Pradesh.
Tel# 91-7396875660

Dear Manikanta Kondaboyina,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PFI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2311 1735 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai

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

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

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Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Program.

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if

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you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

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

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

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assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed

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to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

11. Service Agreement

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

12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

5th Floor, PII Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office: Naraina Building, 9th Floor, Naraina Point, New Delhi

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

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

14. TATA Code of Conduct

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

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

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20. Submission of Documents

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

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

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

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

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

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21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion

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initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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

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GROSS SALARY SHEET

Annexure 1

| | |
|----------------|-----------------------------------|
| Name | Manikanta Kondaboyina |
| Designation | Assistant System Engineer-Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 15,000 | 1,80,000 |
| Bouquet Of Benefits # | 8,785 | 1,05,420 |
| 2) Performance Pay** | | |
| Monthly Performance Pay | 1,700 | 20,400 |
| Quarterly Variable Allowance* | 600 | 7,200 |
| 3) City Allowance | 200 | 2,400 |
| 4) Annual Components/Retirals | | |
| Health Insurance*** | NA | 7,900 |
| Provident Fund | 1,800 | 21,600 |
| Gratuity | 721 | 8,658 |
| Total of Annual Components & Retirals | 2,522 | 38,158 |
| TOTAL GROSS | 28,807 | 3,53,578 |

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

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

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

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

| Component Category | Monthly | Annual |
|----------------------------------|--------------|-----------------|
| House Rent Allowance | 6,000 | 72,000 |
| Leave Travel Assistance | 1,250 | 15,000 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 1,035 | 12,420 |
| GROSS BOUQUET OF BENEFITS | 8,785 | 1,05,420 |

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[Signature]
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Annexure 2

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

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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TATA CONSULTANCY SERVICES

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Registered Office: Normal Building, 9th Floor, Matignon Court, Strand 4000

IC's Calvert's ServiceLine: 1-800-209-3113 Email: calverts@ic.com

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JNTU-KRISHNA



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

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

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

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



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

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

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Drafts 5

2020-2024 batch ... 1

2021 batch STUDENT...

2022 batch STUD ... 1

2023 batch STUDENT...

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Meet

New meeting

Join a meeting

Hangouts

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No recent chats

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Fwd: Capgemini - Joining Confirmation & Documents Verification

Manikanta Kondaboyina <manikantakondaboyina03@gmail.com>
to me

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

From: Santhosh, Sneha <sneha.santhosh@capgemini.com>
Date: Wed, 12 Jan 2022, 11:50 am
Subject: Capgemini - Joining Confirmation & Documents Verification
To:

Dear Candidate,

Greetings from Capgemini!!!

Hope this mail finds you safe and in good health.

We are glad to inform you that your joining has been confirmed on 20th December, 2022 at Hyderabad. You

Please confirm your interest in joining us by replying on the same mail trail by 12th January 2022 by 4:00p

If you are not interested in joining then reply us with completed reason on the same mail trail by 1



SONATA SOFTWARE SOLUTIONS LIMITED



CMMIDEV/5

1874110003

25-10-2021

Ref: SSSL/HR /APPT

Kota Yasushma

p36,37

bhagaya lakshmi nagar

Hyderabad - 500035,

Telangana , India

Dear Kota Yasushma

This has reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you in our organization on the following terms and conditions.

1. **Designation:** Trainee Systems Analyst
2. **Grade:** ETG
3. **Date of Commencement:** 27-10-2021
4. **Salary:** As per the salary Annexure.
5. You will be a Trainee for a period of 12 (twelve) months from the date of joining service.
6. You will be governed by the Leave Rules of the Company.
7. You will execute a service agreement to serve the Company for a minimum period of two years from the date of joining.
8. The above agreement has to be executed at the time of joining the Company and should have to be guaranteed by a surety, preferably your parent.
9. Should you leave the employment during this period of two years, you are liable to compensate the Company, an amount as per the clause VIII(c) of the Trainee Service Agreement.
10. You will be confirmed in our Company subject to satisfactory performance during the period as trainee, as per the Company policy.
11. During the period of your training with the Company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging in any other business or occupation, your training is liable to be terminated without any notice or any compensation in lieu thereof.

PRINCIPAL

SRK Institute of Technology
ENIKEPADU, VIJAYAWADA-621 109

REGD. OFF : 208, T.V. INDUSTRIAL ESTATE, S.K. AHIRE MARG, WORLI, MUMBAI - 400 030, INDIA
TEL : +91-22-24947749/ +91-22-24936973 FAX : +91-80-26610972 CIN : U72900MH2020PLC338150



SONATA SOFTWARE SOLUTIONS LIMITED



CMMI DEV / 5

12. You will not divulge or pass any information which you may obtain during your training in the Company to others.

13. This offer letter is being issued subject to the specific understanding that you have successfully qualified in your Engineering or MCA degree with a minimum aggregate of 60% or 70% respectively and would produce proof of all your educational qualification at the time of joining. Any failure to do so or any deviation detected would be sufficient cause for revocation of the offer.

14. **Posting:** Initially, you will be posted at Bangalore. However, the Company reserves the right to transfer you to any other place/establishment of the Company either in existence or which may come into existence, and on such transfer, the Rules and Regulations and the Terms and Conditions of the service applicable to such a place of posting shall be applicable to you. Similarly, the Company reserves the right to assign additional/change of duty and transfer you to equivalent post in any other department.

15. **Probation Period:** Twelve months from the date of joining. The Company reserves the right to extend the probationary period at its sole discretion. You will continue to be on probation till your services are confirmed in writing. During the probationary period, your services may be terminated with one month's notice on either side or payment in lieu of notice.

After confirmation, your employment is liable to be terminated by giving two months notice on either side and the Company could also terminate your service by making payment in lieu of notice. During the notice period given by you, you are mandated to serve the Company unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, the Company has the right to deduct an amount equivalent to the notice period of one or two months gross salary as the case may be from any amount that may be payable to you or call upon you to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

16. **Non-Compete Undertaking** - During the period of your employment with the Company and for a period of one year after the date of termination of your employment with the Company, for any reasons whatsoever, or on your ceasing to be an employee of the Company,

You will not:

(a) Engage in any employment or business activity, directly or indirectly in competition with the Company. The term "in competition with the Company" shall mean any business activity, which is the same, or comparable to the business activity, which has or may result in product or services providing the same or comparable to those developed or offered by the Company at any time during the period of your employment;

(b) Induce any current employee of the Company to leave the employment of the Company ;

(c) Solicit the business of any client or customer of the Company (other than on behalf and for the benefit of the Company);

(d) Otherwise interfere with any business relationship of the Company;

17. General:

(i) You are a full time employee of the Company. You shall devote your full time and attention to your duties to promote the interest of the Organization. You shall not divulge or make known to any person / persons any of our secrets and / or activities of confidential nature. You shall work under the supervision of such person / persons as may be decided upon by the Management from time to time. You shall undertake that for any developmental work taken up by you either individually or jointly while in the service of the Company, the copy right of the same shall rest with the Company.

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ENIKEPADU, VIJAYAWADA-521 108

REGD. OFF : 208, T.V. INDUSTRIAL ESTATE, S.K. AHIRE MARG, WORLI, MUMBAI - 400 030, INDIA
TEL : +91-22-24947749/ +91-22-24936973 FAX : +91-80-26610972 CIN : U72900MH2020PLC338150



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(II) You shall abide by the Rules and Regulations applicable to you, which are in force as may be framed and / or amended from time to time. Your hours of work and attendance shall be regulated as per duties entrusted to you from time to time.

(III) You shall keep the terms of your employment confidential. You shall keep us informed of any change in your present residential address, contact numbers, your civil status, and academic / professional qualifications

(iv) Please note that the communication forwarded to you at your present address as given by you in your application form shall be deemed to have been correctly served unless any change in address is duly communicated in writing.

(v) You are required to undergo a medical examination by a Registered Medical Practitioner and the report would need to be filled as per the enclosed format. This offer is subject to you being found medically fit. However, the Company reserves the right to send you for a medical check up at any time during your employment.

(vi) If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed any relevant material facts, your employment is liable to be terminated any time without any notice or compensation in lieu thereof.

18. The Company reserves the right to review and modify or cancel the terms of employment when deemed necessary.

Looking forward to a long and fruitful association with you.

Yours very truly,
For Sonata Software Solutions Limited
Christopher George Pereira

Assistant Vice President - HR

I agree with the above terms and conditions.

Signature : _____

Date : 25-10-2021

End:


- Salary Annexure
- Checklist of Documents for Joining.
- Medical Examination Report format.

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SONATA SOFTWARE SOLUTIONS LIMITED



 CMMI DEV V5

ANNEXURE

| Monthly Benefits (Figures in Rs.) - A | | <i>Figures in Rs.</i> |
|---|--|-----------------------|
| Basic | | 15000 |
| HRA | | 7500 |
| Advance Bonus/Ex Gratia | | 2500 |
| Supplementary Allowance | | 1741 |
| Total Monthly | | 26741 |
| Annual Retirement Benefits - B | | |
| Provident Fund (Refer Note No.1) | | 21600 |
| Gratuity (4.17% of basic salary) | | 7506 |
| Total Retirement Benefits p. a. | | 29106 |
| Cost To Company - CTC - C - (A*12+B) | | 350000 |
| Other Benefits - D | | |
| Hospitalization & Personal Accident Insurance Premium (Refer Note No.2) | | 6774 |
| Total Cost to Company - TCC - (C+D) | | 356774 |


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ENKEPADA, VIJAYAWADA-521 101



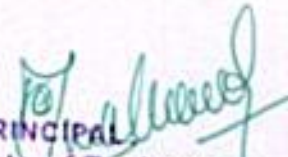
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The Software Engineering Process

1. This is the Employer's contribution towards Provident Fund. It is calculated at 12% of the of the Basic salary. There will be an equal deduction of monthly PF amount from the employee's side as per the Employee Provident Fund Organisation rule. This is a savings scheme for employees mandated by the government.
2. Hospitalization Insurance Cover of Rs. 2 Lakhs p.a under the family floater cover (for Employee, spouse and children) and Personal Accident Insurance Cover for you of Rs. 16.5 Lakhs p.a, and Term Life Insurance Cover for you of Rs. 5 Lakhs as per rules governing the same.

The Company reserves the right to modify or cancel the terms of any of the schemes when deemed necessary.


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CMMI DEV/5

Checklist of documents for joining

Please ensure that you submit the scanned copies of the following documents which are mandatory on your day of joining:

- Provisional Course Completion Certificate, Convocation Certificate to be submitted on receipt of the same.
- Please furnish marks cards for all the years.
- Medical Report in the prescribed format.
- PAN Card - this is a confirmation of your Identity and date of birth and required for making salary payments.
- Aadhar Card - this is has become mandatory to remit your PF deductions.
- Your Passport sized photograph with white background only

Documents and Information that are also required at the time of joining or subsequently:

- Passport Copy with copies of valid Visas- This would be readily available in our records in case of overseas travel.
- Copies of any certifications and additional qualifications mentioned in your resume.
- Copy of Voter Id or Driving license - This is required only if you are opting for meal card.


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Medical Examination Report

Full Name: _____

Sex: _____ Date of Birth: _____ Age of According to me: _____

Previous Illness if any: _____

Family History: _____

Height: _____ Weight: _____

Physical Deformity: _____ Blood Group: _____

Small Pox: _____ Re-Vaccination: _____

Tub: _____ BCG: _____

Operation done if any: _____

Chest (Normal): _____ Expanded: _____

Abdominal girth: _____

Vision With Glasses: _____ Vision Without Glasses: _____

Eye Diseases if any: _____

Ear: _____ Hearing Defects If Any: _____

Nose: _____ Nose Defects If Any: _____

Throat: _____ Teeth: _____ Speech: _____

Tongue: _____ Tonsils: _____

Heart Sounds: _____ Skin Disease: _____

Blood Pressure: _____ Respiratory System: _____

Liver: _____ Spleen: _____

Digestive System: _____ Genital Urinary System: _____

Urine Test: _____ Sugar: _____

Albumin: _____ Nervous System: _____

General build and constitution: _____

Any other remarks: _____

In view of the above, I consider the candidate fit/unfit for employment

Place:

Date:


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HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC04C309

Technology Park, Special Economic Zone

Plot No : 3A, Sector 12B, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4083030

Registered Office: 806 Siddharth, 66, Nehru Place, New Delhi-110019, India

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: February 16, 2022

Dear Garimidi Dhana Lakshmi,
1-22, perumalla palli, VTC: enugupalem, Guntur,
Andhra Pradesh, India, 522647

Dear Garimidi Dhana Lakshmi,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **February 17, 2022** at 9:00 A.M at **Vijayawada**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 2,75,000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

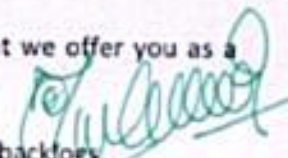
You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlog.

HCL Confidential


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ENIKEPADI, Nellore, A-521 108
HCL

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

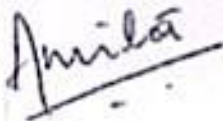
Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

For HCL Technologies Limited(2310)



Amrita Das
Senior Vice President
Head-Global Rewards


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Annexure 1

COMPENSATION PLAN

| | |
|--|------------------------|
| Name | Garimidi Dhana Lakshmi |
| Band | E1 |
| Designation | Software Engineer |
| City | Vijayawada |
| Monthly Components (in INR) | |
| Basic Salary | 13,750 |
| House Rent Allowance | 4,115 |
| Advance Statutory Bonus | 2,160 |
| TOTAL: Monthly | 20,025 |
| TOTAL: Monthly Components: Annualized | 2,40,300 |
| Retirals & Other Benefits (in INR) | |
| Provident Fund | 19,800 |
| Medical Insurance Premium/ESIC | 6,967 |
| Gratuity | 7,933 |
| TOTAL : Retirals | 34,700 |
| Variable Components (in INR) | |
| Performance Bonus (in Rs.) | - |
| Engagement PB (paid monthly) @ 100% achievement levels | - |
| TOTAL: Variable Components | - |
| COST TO COMPANY | 2,75,000 |
| Insurance & Medical Benefits (in INR) | Max Sub Limits (p.a.) |
| Hospitalization cost reimbursement limit | - |
| Term life Insurance Cover | 2,000,000 |
| Disability cover due to accident (upto) | 1,800,000 |
| NOTE: | |
| 1. Flexi Basket is only applicable in E2+ employees | |
| 2. All salary components are governed by the company policies and statutory guidelines. | |
| 3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager. | |
| 4. Any personal tax liability arising out of compensation will be borne solely by the employee. | |
| 5. Gratuity to be payable as per act | |

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting – Vijayawada.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

4. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

5. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.


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Signature of Employee:

HCL

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

6. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

7. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

8. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

9. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

10. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

11. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above mentioned benefits as and when it deems necessary and you will be notified accordingly.

12. Correctness of the Details Furnished

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ENIKERAPU, VIJAYAWADA-521 102

Signature of Employee:

HCL

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. Data Protection:

- The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

14. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

| LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL | |
|--|--|
| S.No. | Particulars (To be submitted to the Recruiter/Online of the BGV link) |
| 1 | Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for |

| | |
|--|---|
| | courses completed in the last 6 months from the current date |
| 2 | Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc. |
| 3 | Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number |
| 4 | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization) |
| 5 | Identity Verification - Copy of valid passport and PAN card required |
| Additional documents (To be submitted on request – Only if required) | |
| 1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail | |
| 2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address. | |
| Things to Remember | |
| 1. The information provided in Resume and background verification form must be same. | |
| 2. Information provided in background verification form must be accurate. | |
| 3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). | |
| 4. Any Gap in Employment or Education must be informed explicitly to the recruiter. | |
| Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents. | |

List of Documents required for joining / induction day (Hard Copies)

| S. No | Document Name | Number of Photocopies |
|-------|--|-----------------------|
| 1 | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1 |
| 2 | Extension Letter (if the Date of Joining in the offer letter is past dated) | 1 |
| 3 | Passport –Front copy only - for Name & DOB proof. | 1 |
| 4 | 10 th Mark sheet, only if passport is not available. | 1 |
| 5 | PAN CARD as ID Proof (Only if passport is not available) | 1 |
| 6 | Passport Size Photographs (Only with white background) | 3 |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.

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#NIKEPAOLI, VIJAYAWADA-521 109
Signature of Employee:

- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

| S. No | Location | Address |
|-------|------------|---|
| 1 | NOIDA | Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower - 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) |
| 2 | CHENNAI | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Build), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119 |
| 3 | BANGLORE | HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore - 562 106 |
| 4 | KOLKATA | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091 |
| 5 | HYDERABAD | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081 |
| 6 | PUNE | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013 |
| 7 | MUMBAI | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093 |
| 8 | LUCKNOW | HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor - Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002 |
| 9 | MADURAI | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020 |
| 10 | Nagpur | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur |
| 11 | Coimbatore | State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 - 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526 |
| 12 | Vijayawada | State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102. HCL Technologies Ltd, S.No: 20/3, NH-5, Kesarapalli Village, Gannavaram, Vijayawada, Krishna District, Andhra Pradesh- 521102. |

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ↓ Basic Salary
- ↓ Monthly Allowances
- ↓ Variable Pay
- ↓ Retirals & Insurances Benefit

↓ Disclaimer:

↓ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

• VARIABLE PAY

The scope of "Variable Pay" in your compensation structure will be governed based on your employee group.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

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