Offer: Computer Consultancy
Ref: TCSL/DT20184558050/Hyderabad
Date: 18/10/2019

Ms. Sri Sai Sita Swapna Jyothi Vankayala
2-34-15Opposite Mamatha Scan Near Ysr Bridge,
Perrajupeta,
Kakinada-533003,
Andhra Pradesh.
Tel# -

Dear Sri Sai Sita Swapna Jyothi Vankayala,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein.

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within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.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 Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai
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COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

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PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

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HIS offers the following benefits:

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

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

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

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

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

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

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

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

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RETIRALS

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

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

TERMS AND CONDITIONS

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

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

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are 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

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months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

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

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

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

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

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

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9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

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14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on

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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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20. TCS Xperience Program

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

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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

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Sri Sai Sita Swapna Jyothi Vankayala**
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	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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.

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

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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-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 3S, 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 – Gurgoan 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, Glaxy 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 - IIF/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 Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

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

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

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

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

   (d) Customer and prospective customer lists, and

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

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Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Servicelines: 1800 209 3111 Email: careers@tcs.com

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 filling 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.

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

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

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

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

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

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9. Equitable Rights

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

10. General

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

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

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

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

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(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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Ref: 826315/1945894/ELTP **27-AUG-2021**

Ms. Thute Keerthi
Kakinada (Ap) - 533003
Mobile: 8499885066

Subject: Offer of Appointment

Dear **Ms. Thute Keerthi**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme.**

2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A.** Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C.**

9. You are required to join on **03-SEP-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **Navya Thandaveshwara** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100.** At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **03-SEP-2021.**

For Tech Mahindra Limited

Krishna Ramaswami
Head - Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** ? General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Thute Keerthi

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ANNEXURE - A

NAME	**Ms Thute Keerthi**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67541
HRA (@50% OF BASIC)	33771
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8105
FLEXIBLE COMPONENTS OF TFP	91718
TOTAL FIXED PAY..... (A)	**225135**
TOTAL VARIABLE PAY (TVP)..... (B)	**25015**
ADDITIONAL BENEFITS..... (C)	**9850**
GRATUITY	3249
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:
1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE - B

NAME	**Ms Thute Keerthi**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**BENGALURU**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	84865
HRA (@50% OF BASIC)	42433
BONUS / STATUTORY BONUS	24000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10184
FLEXIBLE COMPONENTS OF TFP	121402
TOTAL FIXED PAY.....(A)	**282884**
TOTAL VARIABLE PAY (TVP)..... (B)	**31432**
ADDITIONAL BENEFITS..... (C)	**10684**
GRATUITY	4083
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	6601
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

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ANNEXURE B(Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited

Krishna Ramaswami
Head - Resource Management Group

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ANNEXURE ? C

1. **Terms and Conditions**

(a) **Code of Conduct.**
During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

(b) **Secrecy**
You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.
Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**
Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**
You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

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During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.
In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests

3. **Termination of Employment**

i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

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v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.

viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. **Statement of Facts**

(a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

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(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Prevention of Sexual Harassment (POSH) and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass

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from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) **Destroying Papers & Material**
Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**
(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.
(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**
As The Company will be spending substantial amount of time and money for your deputation / secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. **Intellectual Property Rights**
You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**
Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in Mumbai only.

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11. **Retirement**
Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. **General**
The above terms and conditions including those in **Annexure - A & B** (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure ? C** and I hereby accept and agree to abide by them.

Name in full :

Signature :

Address :

Date :

Place :

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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only).**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents ?if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**
Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**
*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*

***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.
Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ____ Date of birth (DD/MM/YYYY) ____ ____ ____ Blood Group ____

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			

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Have you ever been disqualified on medical grounds from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MMM/YYYY)

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ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

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ANNEXURE - H - Agreement ? General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

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b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement

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that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

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10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

Krishna Ramaswami
Head - Resource Management Group

Signature

_____

(Thute Keerthi)

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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Thute Keerthi** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Thute Keerthi** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr. **<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____ in the Band _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____dated of **Tech Mahindra.**

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra.**

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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra.**

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee.**

7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

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IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

Name of First Part: **Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

Name of Surety: **Sig:**

S/d by:-

1. WITNESS: _____
(Name)

NAME & ADDRESS:

2. WITNESS: _____
(Name)

NAME & ADDRESS

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Date: 27th August, 2018

G. John Kiran

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**. The Training period is of 8 working months (excluding the exam leaves) during which Rs. **10,000** per month is paid as Salary. Post Training period and on successful completion of probationary period CTC of **Rs. 2,00,000 p.a.** is paid as Salary which includes Employer's Contribution of PF & ESI. You are also provided with an unpaid leave, maximum of 60 (maximum of 30 days for each semester exams) days which can be availed for exam preparation. Your roles and responsibilities will be given in detail in our appointment letter to be sent to you separately.

Following are the documents that should be submitted on the day of joining.

1. Original offer letter with your acceptance
2. Educational Certificates
3. Experience Certificates and Relieving Letter from the previous employer (if applicable)
4. Last Salary slip (if applicable)
5. Copy of entire passport
6. Identity Proof & Address Proof
7. 2 recent passport size color photographs
8. Two references (Name, Contact # & Address)

Please note that all the above documents have to be submitted at the time of your joining. Your employment is subject to termination upon non-submission of documents.

Yours sincerely,

Sai Kumari GLS
(Authorized Signatory)

Accept and Agree:

Signature: _____
Date:

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Date: 03rd October, 2018

M. Venkata Lakshmi,

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Tester** with a CTC of **Rs. 1,20,000 p.a.** (Rupees One Lakh Twenty thousand only per annum) paid as salary. You are also provided with an unpaid leave, maximum of 60 days (maximum of 30 days for each semester exams) days which can be availed for exam preparation. Your roles and responsibilities will be given in detail in our appointment letter to be sent to you separately. You will receive an appointment letter when you report for joining.

Following are the documents that should be submitted on the day of joining.

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5. Copy of entire passport
6. Identity Proof & Address Proof
7. 2 recent passport size color photographs
8. Two references (Name, Contact # & Address)

Please note that all the above documents have to be submitted at the time of your joining. Your employment is subject to termination upon non-submission of documents.

Yours sincerely,

Sai Kumari GLS
(Authorized Signatory)

Accept and Agree:

Signature: _____
Date:

15 Corp Place South, Suite # 416, Piscataway, NJ 08854, Phone: (732) 562 9100, Fax: (732) 562 1701

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Date: 28th September, 2018

V. Vaishnavi Mounika,

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Tester** with a CTC of **Rs. 1,20,000 p.a.** paid as salary. You are also provided with an unpaid leave, maximum of 60 days (maximum of 30 days for each semester exams) days which can be availed for exam preparation. Your roles and responsibilities will be given in detail in our appointment letter to be sent to you separately. You will receive an appointment letter when you report for joining.

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Please note that all the above documents have to be submitted at the time of your joining. Your employment is subject to termination upon non-submission of documents.

Yours sincerely,

Sai Kumari GLS
(Authorized Signatory)

Accept and Agree:

Signature: V. Vaishnavi Mounika
Date: 1-10-2018

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Date: 28th September, 2018

V. Bharathi,

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Tester** with a CTC of **Rs. 1,20,000 p.a.** paid as salary. You are also provided with an unpaid leave, maximum of 60 days (maximum of 30 days for each semester exams) days which can be availed for exam preparation. Your roles and responsibilities will be given in detail in our appointment letter to be sent to you separately. You will receive an appointment letter when you report for joining.

Following are the documents that should be submitted on the day of joining.

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7. 2 recent passport size color photographs
8. Two references (Name, Contact # & Address)

Please note that all the above documents have to be submitted at the time of your joining. Your employment is subject to termination upon non-submission of documents.

Yours sincerely,

Sai Kumari GLS
(Authorized Signatory)

Accept and Agree:

Signature: V. Bharathi
Date: 29/9/18

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Date: 27th August, 2018

N.Rupasree

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**. The Training period is of 8 working months (excluding the exam leaves) during which Rs. **10,000** per month is paid as Salary. Post Training period and on successful completion of probationary period CTC of **Rs. 2,00,000 p.a.** is paid as Salary which includes Employer's Contribution of PF & ESI. You are also provided with an unpaid leave, maximum of 60 (maximum of 30 days for each semester exams) days which can be availed for exam preparation. Your roles and responsibilities will be given in detail in our appointment letter to be sent to you separately.

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7. 2 recent passport size color photographs
8. Two references (Name, Contact # & Address)

Please note that all the above documents have to be submitted at the time of your joining. Your employment is subject to termination upon non-submission of documents.

Yours sincerely,

Sai Kumari GLS
(Authorized Signatory)

Accept and Agree:

Signature: _____
Date:

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Date: 27th August, 2018

J.Vijaykumar

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**. The Training period is of 8 working months (excluding the exam leaves) during which Rs. **10,000** per month is paid as Salary. Post Training period and on successful completion of probationary period CTC of **Rs. 2,00,000 p.a.** is paid as Salary which includes Employer's Contribution of PF & ESI. You are also provided with an unpaid leave, maximum of 60 (maximum of 30 days for each semester exams) days which can be availed for exam preparation. Your roles and responsibilities will be given in detail in our appointment letter to be sent to you separately.

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4. Last Salary slip (if applicable)
5. Copy of entire passport
6. Identity Proof & Address Proof
7. 2 recent passport size color photographs
8. Two references (Name, Contact # & Address)

Please note that all the above documents have to be submitted at the time of your joining. Your employment is subject to termination upon non-submission of documents.

Yours sincerely,

Sai Kumari GLS
(Authorized Signatory)

Accept and Agree:

Signature: _____
Date:

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Date: 27th August, 2018

N.Sarvani

With reference to your recent interview with us, we are pleased to make an offer of employment to you as **Trainee Software Engineer**. The Training period is of 8 working months (excluding the exam leaves) during which Rs. 10,000 per month is paid as Salary. Post Training period and on successful completion of probationary period CTC of **Rs. 2,00,000 p.a.** is paid as Salary which includes Employer's Contribution of PF & ESI. You are also provided with an unpaid leave, maximum of 60 (maximum of 30 days for each semester exams) days which can be availed for exam preparation. Your roles and responsibilities will be given in detail in our appointment letter to be sent to you separately.

Following are the documents that should be submitted on the day of joining.

1. Original offer letter with your acceptance
2. Educational Certificates
3. Experience Certificates and Relieving Letter from the previous employer (if applicable)
4. Last Salary slip (if applicable)
5. Copy of entire passport
6. Identity Proof & Address Proof
7. 2 recent passport size color photographs
8. Two references (Name, Contact # & Address)

Please note that all the above documents have to be submitted at the time of your joining. Your employment is subject to termination upon non-submission of documents.

Yours sincerely,

Sai Kumari GLS
(Authorized Signatory)

Accept and Agree:

Signature: _____
Date:

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

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REF/CAMPUS/PROD/057

04th Dec 2018

MADIMPALLI SATYA VEENA
156K1A0531

Dear Madimpalli Satya Veena,

LETTER OF INTENT

codemantra Pvt. Ltd. is happy to appoint you as **Process Associate.** Your initial place of employment will be based in Chennai.

We take this opportunity to welcome you to the codemantra family. The company may assign you additional responsibilities when it deems fit, based on its goals and plans.

Your employment will be subject to standard terms and condition of employment with the company.

Your Total Emoluments will be **Rs.2,50,000/- per annum**, which is inclusive of Employment related, levies if any applicable as stipulated by the Government from time to time and is subject to attendance and leave policies as adopted by the Employer.

The final letter of appointment will be handed over to you upon joining the services of the company, which will be intimated to you upon the project requirement.

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

For codemantra Pvt Ltd

Vanitha S
Director – Talent Management & Organizational Development

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Student Signature Veena

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REF/CAMPUS/PROD/056

04th Dec 2018

CHIRAVURI SUREKHA
156K1A0505

Dear Chiravuri Surekha,

LETTER OF INTENT

codemantra Pvt. Ltd. is happy to appoint you as **Process Associate.** Your initial place of employment will be based in Chennai.

We take this opportunity to welcome you to the codemantra family. The company may assign you additional responsibilities when it deems fit, based on its goals and plans.

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For codemantra Pvt Ltd

Vanitha S
Director – Talent Management & Organizational Development

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Student Signature Ch. Surekha

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REF/CAMPUS/PROD/055

04th Dec 2018

SANA KAVYA DEEPIKA
156K1A0530

Dear Sana Kavya Deepika,

LETTER OF INTENT

codemantra Pvt. Ltd. is happy to appoint you as **Process Associate.** Your initial place of employment will be based in Chennai.

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For codemantra Pvt Ltd

Vanitha S
Director – Talent Management & Organizational Development

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Student Signature S. Kavya Deepika

Received Original
M.S. Veena

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REF/CAMPUS/PROD/057

04th Dec 2018

MADIMPALLI SATYA VEENA
156K1A0531

Dear Madimpalli Satya Veena,

LETTER OF INTENT

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Vanitha S
Director – Talent Management & Organizational Development

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Student Signature _____

Received originals
CH. Surekha

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REF/CAMPUS/PROD/056

04th Dec 2018

CHIRAVURI SUREKHA
156K1A0505

Dear Chiravuri Surekha,

LETTER OF INTENT

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Vanitha S
Director – Talent Management & Organizational Development

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Student Signature _____

codemantra
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Received offer letter S. Kavya

REF/CAMPUS/PROD/055

04th Dec 2018

SANA KAVYA DEEPIKA
156K1A0530

Dear Sana Kavya Deepika,

LETTER OF INTENT

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For codemantra Pvt Ltd

Vanitha S
Director – Talent Management & Organizational Development

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Student Signature _____

ALIENS DEVELOPERS

OFFER LETTER

Dear Karay Deepsagar,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,16,000/- (Two Lakhs Sixteen Thousand Only)** with fixed pay being **INR 1,80,000/- (One Lakh Eighty Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Thirty Six Thousand Only).**

Code of Conduct

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work in compliance with the HR policies.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

Terms & Conditions

- You will be entitled to leave in accordance with the Company Rules.
- Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal systems.
- It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- If during the period of your employment with us you achieve any invention process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements .
- Your appointment is subject to submission of your credentials i.e. marks sheets, certificates, experience letter(s), id/address proof etc. and background verification clearance.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

Notice Period

Your employment will be subject to termination on 30 days' notice on either side or salary in lieu thereof.

We welcome you onboard and wish you success in your career with us. We look forward to your contributions in taking the company ahead and an exciting work relationship.

For Aliens Developers Pvt. Ltd.

Human Resource

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Dasireddy Naga Devika,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,16,000/- (Two Lakhs Sixteen Thousand Only)** with fixed pay being **INR 1,80,000/- (One Lakh Eighty Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Thirty Six Thousand Only).**

Code of Conduct

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- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work in compliance with the HR policies.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

Terms & Conditions

- You will be entitled to leave in accordance with the Company Rules.
- Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal systems.
- It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- If during the period of your employment with us you achieve any invention process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements .
- Your appointment is subject to submission of your credentials i.e. marks sheets, certificates, experience letter(s), id/address proof etc. and background verification clearance.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

Notice Period

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We welcome you onboard and wish you success in your career with us. We look forward to your contributions in taking the company ahead and an exciting work relationship.

For Aliens Developers Pvt. Ltd.

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Etikala Ankitha,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,16,000/- (Two Lakhs Sixteen Thousand Only)** with fixed pay being **INR 1,80,000/- (One Lakh Eighty Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Thirty Six Thousand Only).**

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- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
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Principal
IDEAL INSTITUTE OF TECHNOLOGY
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- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

Notice Period

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We welcome you onboard and wish you success in your career with us. We look forward to your contributions in taking the company ahead and an exciting work relationship.

For Aliens Developers Pvt. Ltd.

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Bavisetti Sri Jaya Lakshmi Prasanna,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,16,000/- (Two Lakhs Sixteen Thousand Only)** with fixed pay being **INR 1,80,000/- (One Lakh Eighty Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Thirty Six Thousand Only).**

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

Terms & Conditions

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For Aliens Developers Pvt. Ltd.

Human Resource

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Palivela Pratyusha,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

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IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Human Resources

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Ganta Veera Venkata Satyanarayana Siva Ganga,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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We welcome you onboard and wish you success in your career with us. We look forward to your contributions in taking the company ahead and an exciting work relationship.

For Aliens Developers Pvt. Ltd.

Authorised Signatory

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Kadiyala Aditya,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,16,000/- (Two Lakhs Sixteen Thousand Only)** with fixed pay being **INR 1,80,000/- (One Lakh Eighty Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Thirty Six Thousand Only).**

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

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Notice Period

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For Aliens Developers Pvt. Ltd.

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS
DEVELOPERS

OFFER LETTER

Dear Oleti Dhanamjaya,

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For Aliens Developers Pvt. Ltd.

Human Resource

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Aireddy Venkata Krishna Kalyan,

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ALIENS
DEVELOPERS

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For Aliens Developers Pvt. Ltd

Authorised Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KANKROLI

ALIENS DEVELOPERS

OFFER LETTER

Dear Devarasetty Shashank,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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For Aliens Developers Pvt. Ltd.

Authorised Signatory

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Principal
DEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear **Osipilli Siva,**

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For Aliens Developers Pvt. Ltd.

Human Resources

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Daliparthi Siva Pavan Kalyan,

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For Aliens Developers Pvt. Ltd.

Human Resources

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Peketi Premkumar,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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For Aliens Developers Pvt. Ltd.

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ALIENS DEVELOPERS

OFFER LETTER

Dear Gandham Narayana Vasu Deva,

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Kakinada Shanmukh Kalyan,

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We welcome you onboard and wish you success in your career with us. We look forward to your contributions in taking the company ahead and an exciting work relationship.

For Aliens Developers Pvt. Ltd.

Human Resources

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Mohammed Arbazmohiddin,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,16,000/- (Two Lakhs Sixteen Thousand Only)** with fixed pay being **INR 1,80,000/- (One Lakh Eighty Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Thirty Six Thousand Only).**

Code of Conduct

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- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work in compliance with the HR policies.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Authorised Signatory

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

'[illegible] cent Living'

OFFER LETTER

Dear Akshintala Kalki Ratnamala,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Authorised Signatory

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Principal
REAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Nagalla Ganesh Raj,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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For Aliens Developers Pvt. Ltd.

Human Resources

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Thute Keerthi,

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ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Human Resource

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
JNTUKUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Timmaraju Sri Lavanya,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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Principal
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VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Human Resources

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR, KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Valavala Haveela,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Human Resources

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Akavelithi Devikarani,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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Human Resource

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Gundra Bharathi Ramya,

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Vankayala Sri Sai Sita Swapna Jyothi,

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IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

Terms & Conditions

- You will be entitled to leave in accordance with the Company Rules.
- Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal systems.
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- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

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Your employment will be subject to termination on 30 days' notice on either side or salary in lieu thereof.

We welcome you onboard and wish you success in your career with us. We look forward to your contributions in taking the company ahead and an exciting work relationship.

For Aliens Developers Pvt. Ltd.

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Anjali Sri Harshitha Kurma,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 15th February 2019.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Annual Cost To Company is INR 2,16,000/- (Two Lakhs Sixteen Thousand Only) with fixed pay being INR 1,80,000/- (One Lakh Eighty Thousand Only) and performance-linked uncapped variable pay of INR 36,000/- (Thirty Six Thousand Only).

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- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work in compliance with the HR policies.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Human Resources

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Aliens group
"Futuristic Experience"

ALIENS DEVELOPERS PVT. LTD.
Corp. Off: Aliens Space Station, Gachibowli, Tellapur, Hyderabad - 502 032, A.P., INDIA
Ph: 91-40-4135 5555 Fax: 91-40-4[illegible] Email: aliens@aliensgroup.in Url: www.aliensgroup.in www.aliensgroup.biz

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Dhulipala Sri Venkata Surya Alekhya,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,16,000/- (Two Lakhs Sixteen Thousand Only)** with fixed pay being **INR 1,80,000/- (One Lakh Eighty Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Thirty Six Thousand Only).**

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- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
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- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work in compliance with the HR policies.
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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Human Resources

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS
DEVELOPERS

OFFER LETTER

Dear **Pabbineedi Himaroja,**

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

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- You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
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Principal
IDEAL INSTITUTE OF TECHNOLOGY
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ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Pinni Sarada,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

The following are the terms and conditions of our Company **M/s Allens Developers Pvt. Ltd.**

Your Annual Cost To Company is **INR 2,16,000/- (Two Lakhs Sixteen Thousand Only)** with fixed pay being **INR 1,80,000/- (One Lakh Eighty Thousand Only)** and performance-linked uncapped variable pay of **INR 36,000/- (Thirty Six Thousand Only).**

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Principal
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ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Human Resources

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Sana Kavya Deepika,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
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ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Human Resources

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS DEVELOPERS

OFFER LETTER

Dear Satya Veena Nadimpalli,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd.

Authorised Signatory

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ALIENS
DEVELOPERS

OFFER LETTER

Dear Velagala Lakshmi Priya,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **15th February 2019.**

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR, KAKINADA

ALIENS DEVELOPERS

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For Aliens Developers Pvt. Ltd

Human Resources

I hereby, accept the terms & conditions of the employment offered in totality.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved original

HGS

Date: 1/03/2019

Name: RAJ VAMSI MACHIRAJU
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as **"Customer Support representative" (CRO)** on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining.** as a part of joining process.
4. Your annual Cost to the Company (CTC) will be**1,73,000/-p.a.(Rupees One Lakh seventy three thousand).**You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

Your appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:
I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date: Place: **IDEAL INSTITUTE OF TECHNOLOGY**

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

a) **Photo ID proof** (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, etc.)
b) **Marks cards of your Degree / Diploma, SSLC, PUC etc.**
c) **8 passport size color photographs, for our records.**
d) **Address Proof &One set of photo copy of all your documents.**
e) **Address: HGS Chambers, No: 4, 5, 6, Behind RNS Motors, Garvebhavi Palya, Hosur Road, Bangalore.**

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received offer letter

P. Rajeswari

HGS

Date: 1/03/2019

Name: RAJESWARI POLISETTI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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1. Your initial place of posting will be at Bangalore.
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We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:
I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date: Place: **IDEAL INSTITUTE OF TECHNOLOGY**

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received offer letter
T. Thanmay.

HGS

Date: 1/03/2019

Name: TALATAM THANMAY
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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For Hinduja Global Solutions International Services Pvt ltd.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

original received by me

HGS

Date: 1/03/2019

Name: SREENU BADAMPUDI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original
P. Himaroja

HGS

Date: 1/03/2019

Name: PABBINEEDI HIMAROJA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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For Hinduja Global Solutions International Services Pvt ltd.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Received Signed
Mr. S. Varma

Date: 1/03/2019

Name: VIGNESH VARMA NADIMPALLI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Received original
N. S. Veena

Date: 1/03/2019

Name: SATYA VEENA NADIMPALLI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Received Original
G. Baby

Date: 1/03/2019

Name: BABY GUTHULA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original

HGS

Date: 1/03/2019

S-Santhi

Name: SANTHI SEERAM
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me G.N. Vasudeva

Date: 1/03/2019

Name: NARAYANA VASU DEVA GANDHAM
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me
- E. Gowri Sankar.

HGS

Date: 1/03/2019

Name: GOWRI SANKAR ENAKOTI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recived by:
D.S.P.Kalyan

Date: 1/03/2019

Name: SIVA PAVAN KALYAN DALIPARTHI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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T-8
Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me
D. Shashank.

HGS

Date: 1/03/2019

Name: SHASHANK DEVARASETTY
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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e) **Address: HGS Chambers, No: 4, 5, 6, Behind RNS Motors, Garvebhavi Palya, Hosur Road, Bangalore.**

1-8
Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Received by me
P. Rajesh.

Date: 1/03/2019

Name: RAJESH PALIKA

Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as "**Customer Support representative" (CRO)** on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
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3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining,** as a part of joining process.
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Your appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:
I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date: Place: **IDEAL INSTITUTE OF TECHNOLOGY**

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me
D. Rajesh

HGS

Date: 1/03/2019

Name: RAJESH DAMALANKA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as **"Customer Support representative" (CRO)** on the following terms and conditions:

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Heard by me

G. Siva kumar

HGS

Date: 1/03/2019

Name: GURRAPU SIVAKUMAR
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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For Hinduja Global Solutions International Services Pvt ltd.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me
S. Akhila

HGS

Date: 1/03/2019

Name: AKHILA SARAGADA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as **"Customer Support representative" (CRO)** on the following terms and conditions:

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Signature of Candidate: _____

Date:

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me
P. Prem Kumar.

HGS

Date: 1/03/2019

Name: PREM KUMAR PEKETI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as "**Customer Support representative" (CRO)** on the following terms and conditions:

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me. V Ravi Teja

HGS

Date: 1/03/2019

Name: VEMISETTI RAVI TEJA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as "**Customer Support representative**" **(CRO)** on the following terms and conditions:

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved by me Kalyan krishna.

HGS

Date: 1/03/2019

Name: AYIREDDY VENKAT KRISHNA KALYAN
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as **"Customer Support representative" (CRO)** on the following terms and conditions:

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1-8

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original by me

R. Uma maheswari

HGS

Date: 1/03/2019

Name: UMA MAHESWARI RANGALA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original by me

A. keerthi

HGS

Date: 1/03/2019

Name: KEERTHI ALAMANDA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Original received by me
- A. Devikarani
3/4/19

HGS

Date: 1/03/2019

Name: AKAVELITHI DEVIKARANI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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For Hinduja Global Solutions International Services Pvt ltd.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Signal received by me
- V. Swapna
03/04/19

HGS

Date: 1/03/2019

Name: SWAPNA JYOTHI VANKAYALA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Original Received by me
T. Sri Lavanya

HGS

Date: 1/03/2019

Name: SRI LAVANYA . TIMMARAJU
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:
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Signature of Candidate: _____

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

original received by me
M J Sarath Kumar

HGS

Date: 1/03/2019

Name: JNANA SARATH KUMAR MANDARAPU
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

orginal received by me
A. Kalki Ratnamala

HGS

Date: 1/03/2019

Name: KALKI RATNAMALA AKSHINTALA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Originals by me
T. Keerthi

HGS

Date: 1/03/2019

Name: KEERTHI THOTE
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Recieved Surya Sankar.

Date: 1/03/2019

Name: GOUTHU SURYA SANKAR
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

G. ISSAC RAJ KUMAR

HGS

166K5A0503

Date: 1/03/2019

7702906499

Name: ISSAC RAJ KUMAR.G

Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: SIVA GANGA GANTA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: NITYANANDA BABU GUTHULA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: ADITYA KADIYALA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: DHANAMJAYA OLETI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: SK GOUSE MOHIDDIN
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

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Principal
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VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: VATHSALYA KUMAR DODDI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

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Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:
I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date: Place: **IDEAL INSTITUTE OF TECHNOLOGY**

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

a) **Photo ID proof** (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, etc.)
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c) **8 passport size color photographs, for our records.**
d) **Address Proof &One set of photo copy of all your documents.**
e) **Address: HGS Chambers, No: 4, 5, 6, Behind RNS Motors, Garvebhavi Palya, Hosur Road, Bangalore.**

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

CHGS

Date: 1/03/2019

Name: SHANMUKH KALYAN KAKINADA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as "**Customer Support representative" (CRO)** on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
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For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLO
VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: KONAMARTHI SRI RAMA NAGA GANESH
Address: **IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P**

Sub: Conditional Offer Letter.

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: MOHAMMAD HASSAN KHAN
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Date: 1/03/2019

Name: A. V. T. K. PRASANTH
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR, KAKINADA

Received Original

K. Aditya

HGS

Date: 1/03/2019

Name: KOMPELLA ADITYA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original certificate
P. Ramesh babu
PIN:- 16KSA0226
Phon:- 9666255010.

HGS

Date: 1/03/2019

Name: PAPPU RAMESH BABU
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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For Hinduja Global Solutions International Services Pvt ltd.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY

M. KARTHIK 166KSAD222

Phone :- 9441156361.

HGS

Date: 1/03/2019

Name: KARTHIK MATTEY
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original

K Syam Sp

HGS

Date: 1/03/2019

Name: SYAM SURYA PRAKASH KAKARAPALLI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved by K. Deep Sagar

65220118511
[166K1A0216]

HGS

Date: 1/03/2019

Name: KARAY DEEP SAGAR
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original

G. Manikanta

HGS

Date: 1/03/2019

Name: GUTTULA MANIKANTA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as **"Customer Support representative" (CRO)** on the following terms and conditions:

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We look forward to your joining the HGS family.

Yours sincerely

For Hinduja Global Solutions International Services Pvt Ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Date 1/03/2019

Ankitha

Received Original

Name: ANKITHA ETIKALA

Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer letter.

Refer to our discussion, we are pleased to make an offer to you as "Customer Support representative" (CSR) on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
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3. You will be informed about your date of joining in due course of time. You are required to submit the documents listed below on the day of your joining, on pain of losing it/them.
4. Your CTC to the Company (CTC) will be 1,73,000/- p.a (Rupees One Lakh seventy three thousand only) and you will also be entitled to Provident Fund (PF), Gratuity (where the Act is applicable), Employee State Insurance (ESI) benefits (if you are a new employee joining after 1st July 2017) and other benefits as per the relevant Acts.
5. The information about your compensation & benefits and all other conditions mentioned in this letter are confidential in nature and you are not to disclose the same to any person or entity in any manner whatsoever or externally.
6. Appropriate income tax will be levied on your emoluments.
7. Confirmation of your services with HGS is subject to the successful completion of your background check and producing the original documents (mark sheets and degree certificate) for verification by the company. In case of failure to submit the original documents, your offer is liable to be withdrawn.

Your appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this letter as a token of acceptance.

We look forward to you joining the HGS family.

Yours sincerely,

for Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:

I have read and understood the above provisions of offer and hereby accept the same.

Signature of Candidate.

Date:

Place: **IDEAL INSTITUTE OF TECHNOLOGY**

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

a) Photo ID proof (Ex. College ID card, Voter's ID, PAN Card, Aadhar Card, Driving Licence, Passport etc.)
b) Marks cards of your Degree / Diploma, SSLC, PUC etc.
c) 3 passport size color photographs, for our records.
d) Address Proof & One set of photo copy of all your documents.
e) Address: HGS Chambers, No. 4, 5, 6, Behind ITC Hotels, Gorvebhavi Palya, Hosur Road, Bangalore.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Received Original
P. Vinay

Date: 1/03/2019

Name: PEMMADI VINAYVARMA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as "**Customer Support representative**" **(CRO)** on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the day of your joining, as a part of joining process.
4. Your annual Cost to the Company (CTC) will be**1,73,000/-p.a.(Rupees One Lakh seventy three thousand).**You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

Your appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:
I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date:

Place: **IDEAL INSTITUTE OF TECHNOLOGY**

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c) **8 passport size color photographs, for our records.**
d) **Address Proof &One set of photo copy of all your documents.**
e) **Address: HGS Chambers, No: 4, 5, 6, Behind RNS Motors, Garvebhavi Palya, Hosur Road, Bangalore.**

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recived Original

M.P.Mahesh

HGS

Date: 1/03/2019

Name: MANYAM PRUDHVI MAHESH

Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Orginal by
Umasai

HGS

Date: 1/03/2019

Name: UMA SAI KURINI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as **"Customer Support representative" (CRO)** on the following terms and conditions:

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original

HGS

Date: 1/03/2019

Name: GANESH ANKAMREDDY
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as **"Customer Support representative" (CRO)** on the following terms and conditions:

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Signature of Candidate: _____

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original.

HGS

Date: 1/03/2019

Name: SUVIJAY NUVVULA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as "Customer Support representative" (CRO) on the following terms and conditions:

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We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:
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Signature of Candidate: _____

Date:

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Received Original letter P. Sarada 4/4/18

Date: 1/03/2019

Name: SARADA PINNI

Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as "**Customer Support representative" (CRO)** on the following terms and conditions:

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Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original letter
-V.Lakshmi Priya
04/04/19

HGS

Date: 1/03/2019

Name: LAKSHMI PRIYA VELAGALA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved Original

P.Vinay kumar

HGS

Date: 1/03/2019

Name: VINAY KUMAR PETTELA

Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

HGS

Received offer letter

Date: 1/03/2019

Name: KAVYA DEEPIKA SANA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved originals

B. Joshna

HGS

Date: 1/03/2019

Name: JOSHNA BONAM
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

received Originals
CH. Surekha

HGS

Date: 1/03/2019

Name: SUREKHA CHIRAVURI
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

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Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved Biginals
D.Ahl

HGS

Date: 1/03/2019

Name: ALEKHYA DHULIPALA
Address: IDEAL INSTITUTE OF TECHNOLOGY, KAKINADA, A.P

Sub: Conditional Offer Letter.

Further to our discussions, we are pleased to make an offer to you as **"Customer Support representative" (CRO)** on the following terms and conditions:

1. Your initial place of posting will be at Bangalore.
2. You will be on probation for a period of 6 months. The probation period can be extended at the discretion of the Management.
3. You will be intimated about your Date of Joining in due course of time. You are advised to submit the documents listed below on the **day of your joining.** as a part of joining process.
4. Your annual Cost to the Company (CTC) will be**1,73,000/-p.a.(Rupees One Lakh seventy three thousand).**You will also be entitled to Provident Fund (PF), Pension under the PF Act, Employee State Insurance (ESI) benefits to you and your dependent Family members, Statutory Bonus and Gratuity as per the relevant Acts.
5. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.
6. Appropriate Income Tax will be levied on salary and benefits.
7. Continuity of your services with HGS is subject to the successful completion of your Graduation course and producing the marks cards and degree certificate for verification by the company as well as thru an external investigation agency.

Your appointment is subjected to successful completion of all subsequent rounds and assessments at HGS. On completion on your final round selection you will be issued a detailed appointment letter on the date of joining.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the HGS family.

Yours sincerely,

For Hinduja Global Solutions International Services Pvt ltd.

Authorized Signatory

Declaration:
I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: _____

Date: Place: **IDEAL INSTITUTE OF TECHNOLOGY**

Please report at the address given below at 10:30a.m on your date of joining. Submission of the following documents is mandatory for joining. Please get the originals which will be returned to you post verification.

a) **Photo ID proof** (Ex. College ID card, Voter's ID, PAN Card, Ration Card, Driving License, Passport, etc.)
b) **Marks cards of your Degree / Diploma, SSLC, PUC etc.**
c) **8 passport size color photographs, for our records.**
d) **Address Proof &One set of photo copy of all your documents.**
e) **Address: HGS Chambers, No: 4, 5, 6, Behind RNS Motors, Garvebhavi Palya, Hosur Road, Bangalore.**

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Originals
N.V.S.Madhumitra

COBRAIN TECHNOLOGIES PRIVATE LIMITED
Inside Software Technology Parks of India - STPI
Collectorate Compound, Collectorate
Kakinada, East Godavari, Andhra Pradesh - 533 001
Mobile: +91 7981517282, Mail: info@cobrain.tech
Website: www.cobrain.tech.

Date :12-01-2019

INTERNSHIP PROGRAMME

TO WHOM SO EVER IT MAY CONCERN

We confirm that Mr. **N Venkata Sai Madhumitra**, Studying IV Year, II Sem,B.Tech (C.S.E.) with HT No: 156K1A0522 in **Ideal Institute of Technology, Kakinada** is enrolled to undergo Internship Program for a period of 6 months commencing from 27-01-2019.

N.V.S.Madhumitra
Signature

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

COBRAIN TECHNOLOGIES PRIVATE LIMITED
Inside Software Technology Parks of India - STPI
Collectorate Compound, Collectorate
Kakinada, East Godavari, Andhra Pradesh - 533 001
Mobile: +91 7981517282, Mail: info@cobrain.tech
Website: www.cobrain.tech.

Received offer letter
Harshitha

Date :12-01-2019

INTERNSHIP PROGRAMME

TO WHOM SO EVER IT MAY CONCERN

We confirm that Mr. **K A S Harshitha**, Studying IV Year, II Sem,B.Tech (C.S.E.) with HT No: 156K1A0503 in **Ideal Institute of Technology, Kakinada** is enrolled to undergo Internship Program for a period of 6 months commencing from 27-01-2019.

Harshitha
Signature

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

COBRAIN TECHNOLOGIES PRIVATE LIMITED
Inside Software Technology Parks of India - STPI
Collectorate Compound, Collectorate
Kakinada, East Godavari, Andhra Pradesh - 533 001
Mobile: +91 7981517282, Mail: info@cobrain.tech
Website: www.cobrain.tech.

Date :12-01-2019

INTERNSHIP PROGRAMME

TO WHOM SO EVER IT MAY CONCERN

We confirm that Mr. **Sana Kavya Deepika**, Studying IV Year, II Sem,B.Tech (C.S.E.) with HT No: 156K1A0530 in **Ideal Institute of Technology, Kakinada** is enrolled to undergo Internship Program for a period of 6 months commencing from 27-01-2019.

S. Kavya Deepika
Signature

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Tel : 91-7989814011
Email: info@ibeontechnologies.com
web: www.ibeontechnologies.com

IBeON Technologies

LETTER OF INTENT

DATE- Feb 16, 2019

Recieved orginals
K. Jagadish.

Dear JAGADEESH K,

WELCOME TO IBeON Technologies

We refer to the discussions you had with us for an opening in our Company. We are pleased to offer you as DESKTOP SUPPORT / TECHNICAL SUPPORT ENGINEER Position in our Company. Your Emoluments fixed would be Rs.1,60,000/- PA To 2,30,000 Total Cost to Company (Approx.) After Completing your Training Period of Working 45 Days and after clearing a final screening Test.

Your Working location will be IBeON Technologies's Clients or it's Partner's Clients.
You are here by requested to report on or before 20th Aug 2019.

We would require you to submit the following documents and information to Human Resources at the Time of Joining.

1. Photocopies of all Certificates & Marks Card starting from 10th, Pre-Degree, Graduation, and Post-Graduation. (T.C)
2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.
5. Engineer should have to carry his/her own laptop.

FOR IBeON Technologies

IBEON TECHNOLOGIES * GUNTUR *

HR MANAGER-OPERATIONS

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved Signals
D. Alekhya.

Tel : 91-7989814011
Email: info@ibeontechnologies.com
web: www.ibeontechnologies.com

IBeON Technologies

LETTER OF INTENT

DATE- Feb 16, 2019

Dear D ALEKHYA,

WELCOME TO IBeON Technologies

We refer to the discussions you had with us for an opening in our Company. We are pleased to offer you as IT CO-ORDINATOR / TECHNICAL SUPPORT ENGINEER Position in our Company. Your Emoluments fixed would be Rs.1,40,000/- PA To 2,20,000 Total Cost to Company (Approx.) After Completing your Training Period of Working 45 Days and after clearing a final screening Test.

Your Working location will be IBeON Technologies's Clients or it's Partner's Clients.
You are here by requested to report on or before 20th Sep 2019.

We would require you to submit the following documents and information to Human Resources at the Time of Joining.

1. Photocopies of all Certificates & Marks Card starting from 10th, Pre-Degree, Graduation, and Post-Graduation. (T.C)
2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.
5. Engineer should have to carry his/her own laptop.

FOR IBeON Technologies

HR MANAGER OPERATIONS

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by original.
P. Gangadhar.

Tel : 91-7989814011
Email: info@ibeontechnologies.com
web: www.ibeontechnologies.com

IBeON Technologies

LETTER OF INTENT

DATE- Feb 16, 2019

Dear GANGADHAR P ,

WELCOME TO IBeON Technologies

We refer to the discussions you had with us for an opening in our Company. We are pleased to offer you as TECHNICAL ENGINEER Position in our Company. Your Emoluments fixed would be Rs.1,60,000/- PA To 2,40,000 Total Cost to Company (Approx.) After Completing your Training Period of Working 45 Days and after clearing a final screening Test.

Your Working location will be IBeON Technologies's Clients or it's Partner's Clients. You are here by requested to report on or before 20th Aug 2019.

We would require you to submit the following documents and information to Human Resources at the Time of Joining.

1. Photocopies of all Certificates & Marks Card starting from 10th, Pre-Degree, Graduation, and Post-Graduation. (T.C)
2. Experience / Relieving Letters from the first Employment till date.
3. Recent pay slips with authorized signatory from the last employer.
4. Photocopies of your Address & Identity proof.
5. Engineer should have to carry his/her own laptop.

IBeON TECHNOLOGIES GUNTUR

FOR IBeON Technologies

HR MANAGER OPERATIONS

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original
V. Bharathi

LOS No.	
CRM Name	Praveen
Contact No.	[illegible]
Email	bps.campus@wipro.com

Date 16/Mar/19

Name of College AITS

Dear Praveen Bharathi

Congratulations on successfully clearing the Wipro Limited's selection process.

We are pleased to offer you a position as per the details below:

Designation "Associate"
Date of Joining To be communicated

Please indicate your top 3 Locations for joining	
Delhi / NCR	
Kolkata	
Mumbai / Navi Mumbai	
Pune	
Hyderabad	✓

Please note that you *may* be required to undergo further assessments prior to your joining subject to business requirements.

You are required to indicate 3 preferences for your joining location. Your preference will be given priority subject to business requirements.

Your **Letter of Intent** would be emailed to you 10 days prior to the date of joining allocated to you. You may refer to the same for relevant information and salary details.

The salary package being offered to you ranges between Rs.1, 40,000 p.a - Rs.1, 80,000 p.a (Inclusive of Fixed + Variable components) depending upon your educational qualification, joining location and work experience, if any.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above mentioned details.

You may contact your Campus Relationship Manager for further information.

Looking forward to a long and mutually beneficial association

Yours faithfully,
For Wipro Limited

Sandesh Kumar
Associate Vice President- Talent Acquisition

I confirm the receipt of this letter

V. Bharathi

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0256
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

orginal Certificate received by me
A-Kalki Ratnamala.

LOS No.	
CRM Name	Praveen K
Contact No.	7985 [illegible]
Email	bps.campus@wipro.com

Date 16/Mar/19

Name of College AIMS

Dear Akshintala Kami Ratnamala

Congratulations on successfully clearing the Wipro Limited's selection process.

We are pleased to offer you a position as per the details below:

Designation "Associate"
Date of Joining To be communicated

Please indicate your top 3 Locations for joining	
Delhi / NCR	
Kolkata	
Mumbai / Navi Mumbai	
Pune	
Hyderabad	✓

Please note that you *may* be required to undergo further assessments prior to your joining subject to business requirements.

You are required to indicate 3 preferences for your joining location. Your preference will be given priority subject to business requirements.

Your Letter of Intent would be emailed to you 10 days prior to the date of joining allocated to you. You may refer to the same for relevant information and salary details.

The salary package being offered to you ranges between Rs.1, 40,000 p.a - Rs.1, 80,000 p.a (Inclusive of Fixed + Variable components) depending upon your educational qualification, joining location and work experience, if any.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above mentioned details.

You may contact your Campus Relationship Manager for further information.

Looking forward to a long and mutually beneficial association

Yours faithfully,
For Wipro Limited

Sandesh Kumar
Associate Vice President- Talent Acquisition

I confirm the receipt of this letter

A.K.R.mala.

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0256
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Original Received by me
K.K.S.Lavanya

LOS No.	
CRM Name	
Contact No.	
Email	bps.campus@wipro.cor

Date 16/Mar/19

Name of College AIMS

Dear K. K Satya Lavanya

Congratulations on successfully clearing the Wipro Limited's selection process.

We are pleased to offer you a position as per the details below:

Designation "Associate"
Date of Joining To be communicated

Please indicate your top 3 Locations for joining	
Delhi / NCR	
Kolkata	
Mumbai / Navi Mumbai	
Pune	
Hyderabad	✓

Please note that you *may* be required to undergo further assessments prior to your joining subject to business requirements.

You are required to indicate 3 preferences for your joining location. Your preference will be given priority subject to business requirements.

[illegible] be emailed to you 10 days prior to the date of joining allocated to you. You may refer to the same for relevant information and salary details.

The salary package being offered to you ranges between Rs.1, 40,000 p.a - Rs.1, 80,000 p.a (Inclusive of Fixed + Variable components) depending upon your educational qualification, joining location and work experience, if any.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above mentioned details.

You may contact your Campus Relationship Manager for further information.

Looking forward to a long and mutually beneficial association

Yours faithfully,
For Wipro Limited

Sandesh Kumar
Associate Vice President- Talent Acquisition

I confirm the receipt of this letter

K.K.S.Lavanya

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bangalore 560 035
India

Principal

Original Received by me

T. Maheswari.

3/4/19.

LOS No.	
CRM Name	
Contact No.	
Email	bps.campus@wipro.com

Date 16/Mar/19

Name of College AIMS

Dear Tumu Maheshwari

Congratulations on successfully clearing the Wipro Limited's selection process.

We are pleased to offer you a position as per the details below:

Designation "Associate"
Date of Joining To be communicated

Please indicate your top 3 Locations for joining	
Delhi / NCR	
Kolkata	
Mumbai / Navi Mumbai	
Pune	
Hyderabad	✓

Please note that you *may* be required to undergo further assessments prior to your joining subject to business requirements.

You are required to indicate 3 preferences for your joining location. Your preference will be given priority subject to business requirements.

Your Letter of Intent would be emailed to you 10 days prior to the date of joining allocated to you. You may refer to the same for relevant information and salary details.

The salary package being offered to you ranges between Rs.1, 40,000 p.a - Rs.1, 80,000 p.a (Inclusive of Fixed + Variable components) depending upon your educational qualification, joining location and work experience, if any.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above mentioned details.

You may contact your Campus Relationship Manager for further information.

Looking forward to a long and mutually beneficial association

Yours faithfully,
For Wipro Limited

Sandesh Kumar
Associate Vice President- Talent Acquisition

I confirm the receipt of this letter

T. Maheswari.

Registered Office:
Wipro Limited
Doddakannelli
Sarjapur Road
Bangalore 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0031
E : info@wipro.com
W : www.wipro.com
C : L32102KA1945PLC020800

Cell: 8019680191

ADS TECHNOLOGIES

Oppsite gateway hotel, Beside Vodaphone store, Vijayawada, Andhra Pradesh.
E-mail: info@adstechnologies.tk

OFFER LETTER

DATE – 13/03/2019

Dear T. VINAY KUMAR ,

We are pleased to inform you that have been appointed to the position of

DESIGN ENGINEER/ PRODUCTION ENGINEER . Your Emoluments fixed would be Rs.1,20,000/- PA To 1,80,000 Total Cost to Company (Approx.)

You are required to join us on the 20th of AUGUEST ,2019.

You may confirm your response to us by 25thMAY , 2019. If u wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not here from you with in the mentioned date, this offer will stand automatically withdrawn.

Look forward to your response.

ADS TECHNOLOGIES VIJAYAWADA

Sincerely,

HR MANAGER

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recived by me
D.S.P.K

Cell: 8019680191

ADS TECHNOLOGIES

Oppsite gateway hotel,Beside Vodaphone store, Vijayawada, Andhra Pradesh.
E-mail: info@adstechnologies.tk

OFFER LETTER

DATE – 13/03/2019

Dear D. SIVA PAVAN KALYAN ,

We are pleased to inform you that have been appointed to the position of DESIGN ENGINEER/ PRODUCTION ENGINEER . Your Emoluments fixed would be Rs.1,20,000/- PA To 1,80,000 Total Cost to Company (Approx.)

You are required to join us on the 20th of AUGUEST ,2019.

You may confirm your response to us by 25th MAY , 2019. If u wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not here from you with in the mentioned date, this offer will stand automatically withdrawn.

Look forward to your response.

Sincerely

HR MANAGER

Principal
IDEAL INSTITUTE OF TECHNOLOG
VIDYUTNAGAR KAKINADA

Received by me
S. Akhila

Cell: 8019680191

ADS TECHNOLOGIES

Oppsite gateway hotel, Beside Vodaphone store, Vijayawada, Andhra Pradesh.
E-mail: info@adstechnologies.tk

OFFER LETTER

DATE – 13/03/2019

Dear AKHILA.S ,

We are pleased to inform you that have been appointed to the position of DESIGN ENGINEER/ PRODUCTION ENGINEER . Your Emoluments fixed would be Rs.1,20,000/- PA To 1,80,000 Total Cost to Company (Approx.)

You are required to join us on the 20th of AUGUEST ,2019.

You may confirm your response to us by 25th MAY , 2019. If u wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not here from you with in the mentioned date, this offer will stand automatically withdrawn.

Look forward to your response.

ADS TECHNOLOGIES VIJAYAWADA

Sincerely,

HR MANAGER

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me

P.Prem Kumar

Cell: 8019680191

ADS TECHNOLOGIES

Oppsite gateway hotel, Beside Vodaphone store, Vijayawada, Andhra Pradesh.
E-mail: info@adstechnologies.tk

OFFER LETTER

DATE – 13/03/2019

Dear P. PREM KUMAR ,

We are pleased to inform you that have been appointed to the position of DESIGN ENGINEER/ PRODUCTION ENGINEER . Your Emoluments fixed would be Rs.1,20,000/- PA To 1,80,000 Total Cost to Company (Approx.)

You are required to join us on the 20th of AUGUEST ,2019.

You may confirm your response to us by 25th MAY , 2019. If u wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not here from you with in the mentioned date, this offer will stand automatically withdrawn.

Look forward to your response.

Sincerely

HR MANAGER

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Original Received by

R. Satya Durga Kumar

Cell: 8019680191

ADS TECHNOLOGIES

Oppsite gateway hotel, Beside Vodaphone store, Vijayawada, Andhra Pradesh.
E-mail: info@adstechnologies.tk

OFFER LETTER

DATE – 13/03/2019

Dear R. SATYA DURGA KUMAR ,

We are pleased to inform you that have been appointed to the position of

DESIGN ENGINEER/ SITE ENGINEER. Your Emoluments fixed would be Rs.1,20,000/- PA To 1,80,000 Total Cost to Company (Approx.)

You are required to join us on the 20th of AUGUEST ,2019.

You may confirm your response to us by 25th MAY , 2019. If u wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not here from you with in the mentioned date, this offer will stand automatically withdrawn.

Look forward to your response.

ADS TECHNOLOGIES VIJAYAWADA

Sincerely

HR MANAGER

Principal
IDEAL INSTITUTE OF TECHNOLOG
VIDYUTNAGAR KAKINADA

Received Original.
A. Ganesh

Cell: 8019680191

ADS TECHNOLOGIES

Oppsite gateway hotel, Beside Vodaphone store, Vijayawada, Andhra Pradesh.
E-mail: info@adstechnologies.tk

OFFER LETTER

DATE – 13/03/2019

Dear A. GANESH ,

We are pleased to inform you that have been appointed to the position of

DESIGN ENGINEER/ SITE ENGINEER. Your Emoluments fixed would be Rs.1,20,000/- PA To 1,80,000 Total Cost to Company (Approx.)

You are required to join us on the 20th of AUGUEST ,2019.

You may confirm your response to us by 25th MAY , 2019. If u wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not here from you with in the mentioned date, this offer will stand automatically withdrawn.

Look forward to your response.

ADS TECHNOLOGIES VIJAYAWADA

Sincerely,

HR MANAGER

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved by Mr K. Deep Sagar

8522011851

[166K5A0216]

Cell: 8019680191

ADS TECHNOLOGIES

Oppsite gateway hotel, Beside Vodaphone store, Vijayawada, Andhra Pradesh.
E-mail: info@adstechnologies.tk

OFFER LETTER

DATE – 13/03/2019

Dear K. DEEP SAGAR ,

We are pleased to inform you that have been appointed to the position of

DESIGN ENGINEER/ SITE ENGINEER. Your Emoluments fixed would be Rs.1,20,000/- PA To 1,80,000 Total Cost to Company (Approx.)

You are required to join us on the 20th of AUGUEST ,2019.

You may confirm your response to us by 25th MAY , 2019. If u wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not here from you with in the mentioned date, this offer will stand automatically withdrawn.

Look forward to your response.

Sincerely

HR MANAGER

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR

ONEGENE
The best one

WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

Recieved G. Surya Sankar.

OFFER LETTER

TO: GOUTHU SURYA SANKAR

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on JUNE-2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification,.Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

WONJIN AUTOPARTS INDIA PVT. LTD. M.M.NAGAR 603 209

23/7/18

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

Received by me
— E. Gowri Sankar

OFFER LETTER

TO: GOWRI SANKAR ENAKOTI

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on JULY - 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

M William
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

'Received by me
P. Rajesh

ONE The best one

WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: RAJESH PALIKA.

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on JUNE - 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOG
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd..

23/7/18

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Original Received - K. Sanjay Krishna

ONE

AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: SANJAY KRISHNA RUDDURY

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on JULY - 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

23/9/18

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOG
VIDYUTNAGAR KAKINADA

ONE GENE
The best one

AUTOPARTS INDIA PVT. LTD.

Received by D. Siva Kalyan

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: SIVA PAVAN KALYAN DALIPARTHI

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on MAY - 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd..

23/9/18.

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

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WONJIN AUTOPARTS INDIA PVT. LTD.

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Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

Original has been received by me. (P.V.V. Ramakrishna) P.No:- 9010110941 (166K5A0329)

OFFER LETTER

TO: V.V. RAMAKRISHNANA PILLI

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on MAY - 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

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4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

WONJIN AUTOPARTS INDIA PVT. LTD. M.M.NAGAR 602 209

23/5/18

M William
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

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WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

Recieved by me
S. Ebenezer
(166K5A0228.)

OFFER LETTER Ph.No - 8121399381

TO: S. EBENEZAR.

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on JULY - 2019 based on offer letter. The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
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1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

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8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

WONJIN AUTO PARTS INDIA PVT. LTD. M.M.NAGAR 603 203

23/9/2018

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

received original certificate P. Ramesh Babu.

WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

PAN:- AGGFS4022C.
Phone:- 9666 255010

OFFER LETTER

TO: PAPPU RAMESH BABU.

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on JULY - 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

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1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

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WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

Recieved by K Dayasagar
8522011851

OFFER LETTER [166K5A0216]

TO: KARAY - DEEP SAGAR.

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on August - 2019 based on offer letter.
The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

T-8
Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

23/9/18

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

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WONJIN AUTOPARTS INDIA PVT. LTD.

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Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: VENKATA GIRI PRAVEEN KUMAR Kolli

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on JUNE 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

K. V. G. Praveen Kumar
166K5A0314
~~D.no~~:-
Pydi Pala (v)
Makavarapalem (M)
Visakha Patnam (D)
Ph:- 8660538966

216-1, Keum-Ahmri, Jinchun-eup, Jinchun-gun, Chongchungbuk-do, Korea.
Tel. : 82-43-533-9342 Fax : 82-43-533-9349

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

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8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

WOOJIN AUTOPARTS INDIA PVT. LTD.

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Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: SATISH TUMMALA

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on JUNE -2017 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

- Attested Copy of Educational certificates.
- PAN Card
- Proof of date of birth (Government Certificate)
- Two latest passport size photographs
- Medical Fitness Certificate
- I.D. Proof
- Address Proof

T. Satish
166K5A0338
D.No :- 2-177/A
Pedi meedha
Chandram palem
East Godavari
Andhara Pradesh
533450
Ph:- 9705551674

216-1, Keum-Ahmri, Jinchun-eup, Jinchun-gun, Chongchungbuk-do, Korea.
Tel. : 82-43-533-9342 Fax : 82-43-533-9349

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

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8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

M William. 23/7/18
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR

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Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: KALI BOINA SIVA.

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on August-2019 based on offer letter.
The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

23/9/2019

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

ONEGENE
The best one

WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: BYREDDY PRASADY.

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on August -2019 based on offer letter.
The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOG
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

23/9/2019

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
ADYUTNAGAR KAKINADA

ONEGENE
The best one

WONJIN AUTOPARTS INDIA PVT. LTD.

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: BODDU SURIBABU

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on MAY - 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

216-1, Keum-Ahmri, Jinchun-eup, Jinchun-gun, Chongchungbuk-do, Korea.
Tel. : 82-43-533-9342 Fax : 82-43-533-9349

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

DAMALANKA . RAJESH

ONEGENE
The best one

WONJIN AUTOPARTS INDIA PVT. LTD.

ph.no - 8897547845

166K5A0329

Plot No. A1 K
CMDA Industrial Complex,
Maraimalai Nagar - 603 209.
Tel : 91 - 44 - 4740 4400
Fax : 044 - 4740 0142
e-mail : hr@onegeneindia.in

OFFER LETTER

TO: BHASKARA DATTU PILLI

We have great pleasure in offering you for the position of GAT (Graduate Apprentice Trainee) in our company.

Salary details:

Designation	:	Graduate Apprentice Trainee (GAT)
Stipend	:	Stipend (Salary) of Rs. 10,000/- per month
Over Time	:	Available and 100% attendance incentive (Rs 1000/- without Leave)
Sum Special Process only Allowances	:	Washing, Heating and Flux allowance (Rs 1250/-)
E S I Deduction part	:	Applicable (1.75% on Gross Salary)
C T C	:	1.65 Lakh per Annum
Facilities provided	:	Subsidized Food, ESI, over time Food, Festival Ex-gratia, Ayutha Pooja Gift.

As discussed, you are requested to join on MAY - 2019 based on offer letter.

The formal appointment letter will be issued to you on your joining our organization.

Please bring with you the following documents:

Attested Copy of Educational certificates.
PAN Card
Proof of date of birth (Government Certificate)
Two latest passport size photographs
Medical Fitness Certificate
I.D. Proof
Address Proof

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Terms and Conditions:

1. You must work for 2 years compulsory in shop floor operations. If you like to relieve from service after 1 year, we will issue (GET) Graduate Engineer Trainee experience certificate and on 2 years completion, you will be given an experience certificate of Jr. Engineer.

2. At the time of joining the duty, you should submit all your original certificates to HR Department compulsory for verification, Accommodation will be yours Scope.

3. Kindly inform the date of joining before 7 days through the authorized person from college.

4. You should obey the rules and regulation of the company.

5. If you are not work for less than 1 year, the management shall not issue service certificate.

6. Initial training period is for seven days (which does not carry stipend)

7. After the successful completion of training period, salary will be given as per company norms.

8. We have got the approval from BOAT Board of apprentices training scheme for 12 months.

9. Who can interested to join the BOAT training scheme you must registered through online BOAT portal and submit the ID number to HR department.

10. If you have any further assistance kindly you may contact to HR department at the time of joining.

***** Welcome onboard*****

For WONJIN Auto parts India Pvt. Ltd.,

23/9/18

M William.
Manager – HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

G. NITYANANDA BABU
166K5A0212
7730044114

WOOSU INDIA **WOOSU AUTOMOTIVE INDIA PVT LTD**

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 23.09.18

To: Mr. G. N. BABU

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of AUG 2018 You have to be present at the above address ~~on~~ 1st Aug 2018 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

M-Karthik 166KSA0222
Phone:- 9441156361.

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

To: Mr. M. KARTHIK. Date 23.07.18

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of JUN 2018. You have to be present at the above address on 10 JUN 2018 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original
D. Dhanji

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 21.4.15

To: Mr. C. JHANANJAYA

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of MAY 2015. You have to be present at the above address before on 10 May 15 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKHIA

Received by me
D. Shashank.

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 23 C 9 16

To: Mr. D. SHASHANK

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of MAY '16. You have to be present at the above address before on 10 May 2016 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
DEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me
P. Venkatesh

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 23.09.18

To: Mr. P. VENKATESH

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of AUG 2018 You have to be present at the above address on 1st Aug 2018 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended. on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

P. Syam
156 K1 A0 317
Ph. 8639101343

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 1.9.17

To: Mr. P. SYAM

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of SEP 2017. You have to be present at the above address before on 10 Sep 2017 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Original received by me
– G. Satish
03/04/19

WOOSU INDIA

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

To: Mr. G. SATISH Date 23.09.18

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of Jul 2019. You have to be present at the above address on 1st Jul 2019 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 20.09.19

To: Mr. SRI RANGA KUMAR

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of SEP 2019. You have to be present at the above address before on 10 SEP 2019 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining. without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recived original
A. Hari Ranga kumar

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 2-2-19

To: Mr. P. SRINIVAS

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of Jul 2019. You have to be present at the above address before on 10 Jul 2019 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Recieved original

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me
S. Akhila

WOOSU INDIA **WOOSU AUTOMOTIVE INDIA PVT LTD**

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

To: Mr. S AKHILA

Date 23.09.2015

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of Jul 2015. You have to be present at the above address before ~~on~~ 10 Jul 2015 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me

P.Pavan Kumar

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

To: Mr. P. P. KUMAR

Date 23.09.18

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of Jul 2019. You have to be present at the above address on 10 Jul 2019 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	**:**	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original by me

Jayaprakash. A

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 01.04.2019

To: Mr. A Jaya Prakash

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of Jun 2019. You have to be present at the above address before on 10 Jun 2019 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	**:**	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original call letter
N. Ganesh Raj

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date [illegible]

To: Mr. N. G. Raj

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of SEP 2019 You have to be present at the above address before ~~on~~ 10 Sep 19 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received Original by me

M. Veera lakshmi

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 23.09.2015

To: Mr. M. VEERALAKSHMI

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of Aug 2015. You have to be present at the above address ~~on~~ before 10 Aug 2015 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining. without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original by me.
P. Siva Rao

WOOSU AUTOMOTIVE INDIA PVT LTD

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

Date 23.09.18

To: Mr. P. Siva Rao

Sub: **Provisional Offer Letter for the post of Graduate Apprentice Trainee**

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of MAY 2019 You have to be present at the above address ~~on~~ 1st MAY 2019 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
Canteen Facilities (Three times Free Food)		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	**:**	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received by me N. Babu Rao

WOOSU INDIA **WOOSU AUTOMOTIVE INDIA PVT LTD**

No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu

To: Mr. N. BABU RAO

Date 23.09.19

Sub: Provisional Offer Letter for the post of Graduate Apprentice Trainee

1. We are pleased to inform you that you have been provisionally selected as 'Graduate Apprentice Trainee' in Our Organization situated at the following address.

Woosu Automotive India Pvt Ltd
No.130, Narasingapuram Village, Thiruvallur Taluk,
Thiruvallur District - Pin 631 402. Tamil Nadu
Contact Nos. 7338734941/9962284320

2. Your Training will be starting in the month of JUN 2019. You have to be present at the above address before or 10 Jun 2019 (Date will be intimated later). Your initial training will be for the period of one year and it may be extended, on need basis, at the discretion of the Management.

3. Your stipend and other details which are eligible to you are appended below :-

Stipend	:	Rs. 11,280/- pm
Attendance Bonus	:	Rs. 400/- pm
Overtime Allowance	:	Double amount of your stipend
Night Shift Allowance		
[illegible]		
Transport for pick up and drop		
Uniform		
Ayudha Pooja Gift		
Medical Insurance		
CTC	:	**Rs. 2.25 Lakhs per annum (Approximately)**

4. You need to bring the following Certificates/documents (Original and Xerox copies) at the time of joining, without fail :

Educational and Qualification Certificates
Proof of date of birth (Issued by the Government)
Aadhar Card
PAN Card.
Six latest passport size photographs (with white background)
Medical Fitness Certificate issued by the Authorized Medical Practitioner

"Wishing You All the Best"

Regards,
For Woosu Automotive India Pvt Ltd

(P Mohan Gandhi)
Senior Manager HR & Admin

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Gmail Harshitha Kurma <harshitharaok@gmail.com>

Congratulations - Campus 2019!!!!!!

1 message

seenu.kumar@teleperformance.com <seenu.kumar@teleperformance.com> Mon, Feb 18, 2019 at 6:45 PM
To: Seenu Arvind Kumar <seenu.kumar@intelenetglobal.com>

Dear Student,

Warm Greetings from Teleperformance DIBS.

We appreciate your participation and interest shown to join TP Family as a campus recruit. Further to our discussion, we are happy to inform that you have cleared all the TP assessments. As confirmed in the campus, we would process you for a final round of discussion with client post your graduation. Our team will get in touch with you once we hear back from the universities about your results.

Please focus on the developmental areas as suggested by Recruitment team.

All the Best☺☺

Note: Graduation is mandatory for any role with us, hence your result has a direct impact whether to process or drop your candidature.

Seenu Arvind Kumar

Sr. Manager – Human Resources

Teleperformance D.I.B.S.

Phone: 040 - 48578407

Hyderabad, Telangana,India

seenu.kumar@teleperformance.com

Teleperformance DIBS Digital Integrated Business Services

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teleperformance.com | teleperformancedibs | tpdibs | tpdibs

The information contained in this communication is privileged and confidential. The content is intended only for the use of the

Gmail sbassurekha 555 <sbassurekha555@gmail.com>

Congratulations - Campus 2019!!!!!!

1 message

seenu.kumar@teleperformance.com <seenu.kumar@teleperformance.com> Mon, Feb 18, 2019 at 6:45 PM
To: Seenu Arvind Kumar <seenu.kumar@intelenetglobal.com>

Dear Student,

Warm Greetings from Teleperformance DIBS.

We appreciate your participation and interest shown to join TP Family as a campus recruit. Further to our discussion, we are happy to inform that you have cleared all the TP assessments. As confirmed in the campus, we would process you for a final round of discussion with client post your graduation. Our team will get in touch with you once we hear back from the universities about your results.

Please focus on the developmental areas as suggested by Recruitment team.

All the Best☺☺

Note: Graduation is mandatory for any role with us, hence your result has a direct impact whether to process or drop your candidature.

Seenu Arvind Kumar

Sr. Manager – Human Resources

Teleperformance D.I.B.S.

Phone: 040 - 48578407

Hyderabad, Telangana,India

seenu.kumar@teleperformance.com

Teleperformance
D.I.B.S. Digital Integrated Business Services

Principal
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VIDYUTNAGAR KAKINADA

teleperformance.com | teleperformancedibs | tpdibs | tpdibs

The information contained in this communication is privileged and confidential. The content is intended only for the use of the

Dear Student, P SARADA
Warm Greetings from Teleperformance DIBS.
We appreciate your participation and interest shown to join TP Family as a campus recruit. Further to our discussion, we are happy to inform that you have cleared all the TP assessments. As confirmed in the campus, we would process you for a final round of discussion with client post your graduation. Our team will get in touch with you once we hear back from the universities about your results.

Please focus on the developmental areas as suggested by Recruitment team.
All the Best😊😊
Note: Graduation is mandatory for any role with us, hence your result has a direct impact whether to process or drop your candidature.

Seenu Arvind Kumar
Sr. Manager – Human Resources
Teleperformance D.I.B.S.
Phone: 040 - 48578407
Hyderabad, Telangana,India
seenu.kumar@teleperformance.com

Teleperformance
DIBS Digital Integrated Business Services

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Please consider the environmental impact of needlessly printing this e-mail.

1-8L
Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received originals
NVSMadhumitra

TATA

Offer: Computer Consultancy
Ref: TCSL/DT20184720621/Hyderabad
Date: 09/10/2018

Mr. Madhumitra V S Nimushakavi
Plot No : G2Janaki Ran Street,
Pratap Nagar Water Tank Back Side,
Kakinada-533003,
Andhra Pradesh.
Tel# 91-8919107563

Dear Madhumitra V S Nimushakavi,

Sub: Letter of Offer

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

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

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

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

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

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Corporate No 1 Software Units Layout Madhapur Hyderabad 500 081 India

Offer: Computer Consultancy
Ref: TCSL/DT20184557635/Hyderabad
Date: 09/10/2018

Ms. Anjali Sri Harshitha Kurma
70-14-3Siddhartha Nagar Road No:2,
Behind Jntuk,
Kakinada-533003,
Andhra Pradesh.
Tel# 91-9441639592

Dear Anjali Sri Harshitha Kurma,

Sub: Letter of Offer

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

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

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

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

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

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TATA

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

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

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IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTHNAGAR :: KAKINADA

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 Andhra
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

PERFORMANCE PAY

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

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

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

HIS offers the following benefits:

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

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR, KAKINADA

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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

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

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

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

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

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

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

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

RETIRALS

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

Gratuity

Principal
VIDYUTNAGAR (MAHARASHTRA)

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel. 91 40 6667 2000 Fax. 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

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

unsatisfactory, TCSL may terminate your traineeship forthwith.

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

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

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

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

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

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

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

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

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1600 200 3123 Email: careers@tcs.com

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

2. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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

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notice as mentioned herein above.

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

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

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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23. Compliance to all clauses

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

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TCS Career Services: 1800 209 3111 Email: ...

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET Annexure 1

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

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

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

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

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

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

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

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Annexure 2

Regional Offices

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

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Annexure 3

Confidentiality and IP Terms and Conditions

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

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

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

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

(d) Customer and prospective customer lists, and

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

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

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

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

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

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

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

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

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TCS Cares Service line: 1800 209 3111 Email: cares@tcs.com

9. **Equitable Rights**

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

10. **General**

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

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

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

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

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

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

11. Non-Compete

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

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Recieved Signals
D. Ahl.

genpact
Transformation Happens Here

Date: 13/Mar/19

Dear: Surya Alekhya

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. 1.Your annual fixed Cost to Company (CTC) will be 1.8. lakh.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Hyd. Your initial process/COE would beinformed to you at the time of joining.However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

   (i) Date of Joining : To be updated Post Pre-Hire Orientation session

   (ii) Reporting Time : To be updated as per process requirements

   (iii) Location :

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor incompliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs).You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;

   (i) You're clearing the final year graduation exams without any papers pending at the time of joining.

   (ii) Producing the original final year mark sheet.

   (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.

   (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR, KAKINADA

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

   i. A six month probation period during which either party may terminate the Agreement by giving30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

   ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LoI any time at its sole discretion.

11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

12. You agree and understand that this LOI is provisional and conditional subject to

   (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and

   (ii) Genpact issues you a formal letter of appointment.

13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in APRIL-2019 (Month and Year) from JNTUK (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within 8 months (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

With Warm Regards,
For Genpact India
Human Resources

D.S.V.S. Alekhya
Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / 9703202177

Genpact India Private Limited
(Formerly known as Empower Research Knowledge Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000
F +91 124 402 2674

CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi India 110 053

Principal
SAL INSTITUTE OF TECHNOLOGY

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Date: 13/May/19

Dear: Surya Alekhya

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. 1.Your annual fixed Cost to Company (CTC) will be 1.8 lakhs.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be Hyd. Your initial process/COE would beinformed to you at the time of joining.However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

   (i) Date of Joining : To be updated Post Pre-Hire Orientation session

   (ii) Reporting Time : To be updated as per process requirements

   (iii) Location :

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor incompliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs).You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;

   (i) You're clearing the final year graduation exams without any papers pending at the time of joining.

   (ii) Producing the original final year mark sheet.

   (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.

   (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

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Commitment Sheet

Date: 13/3/2019 Name: Dhulipala.S.V.S. Alekhya Mobile Number : 9133601613

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A:- Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for **9 hours** in a day	No/Yes	9 hours	
I agree I may spend up to 2 hours in **travel** (one way) depending on my place of residence	Disagree/Agree	travel	
I don't have any **concern** travelling in non AC cabs or buses	Agree/Disagree	concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work **beyond** 9 working hours.	Agree/Disagree	beyond	
I understand the final **decision** on which shift, process and location I will be assigned to is taken by the company	No/Yes	decision	
The **shift** I have been told I will be working in is: **(please write DAY or NIGHT based on what has been discussed with you).**	night	shift	
I understand that **weekly** offs may not be on Saturday/Sunday.	Disagree/Agree	weekly	
B:- For Voice / Gateway candidates only:			
I have been told I will work in a **Voice** process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree	voice	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a **compensatory** off as per policy.	Agree/Disagree	compensatory	
I cannot take any **leaves** during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree	leaves	
C:- Role change, Promotion			
I understand I need to be in a role for a **minimum** of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree	minimum	
My first **promotion** may take at least 18 months and will depend on how I perform.	Agree/Disagree	promotion	
D:- Variable Incentives & Probation period:			
I have understood that I will get a Variable Incentive depending on how I perform every month. During my training period, I will not be **eligible** for the variable incentive.	No/Yes	eligible	
I understand that my **performance** will be compared with other employees in the process.	Agree/Disagree	performance	
I am aware that if my performance is below expectation, my **probation** period may be extended.	Yes/No	probation	
E:- Resignation and Notice period:			
In case I chose to **resign**, I am aware I have to serve a full 30 day notice period.	Disagree/Agree	resign	
F:- For NCR Candidates only:			
I am comfortable working in all **locations** in NCR in Gurgaon, Noida and Delhi.	Yes/No		
G:- For Indian nationals candidates:			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes		
H: Passport Requirement:			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

D.S.V.S. Alekhya.
Candidate's Signature

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VIDYUTNAGAR KAKINADA

Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

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Candidate Information Form

e provide complete and correct Information. All Field are mandatory (Please fill in UPPER CASE)
BGC form would not be accepted without all relevant supporting documents mentioned below.

Personal Details

	First Name	Middle Name	Last Name
e	Alekhya		Dhulipala
act Number	9133601613	Alternate Number	9182358835
er/Spouse Name	DHULIPALA V.S.V. Prasad Rao		
of Birth (DD/MM/YYYY)	07-July-1998		
der (M/F)	F		
al Status (Single/Married)	Single		
nality	Indian		

(Pls scan and attach one colour passport size photograph in this space)

Contact Details(Details of address of longest stay in last 7 yrs)

Attach scanned copy of Passport (or) Electricity Bill (or) Property Tax Bill

	Permanent Address	Current Address	Inter Mediate Address-1
se / Flat No.	D.NO-69-3/B-2/2	D.NO-69-3/B-2/2	
ding / Location	S Building centre	S Building centre	
et No. / Lane	Andhra bank colony		
dmark	near Ashram school		
	Kakinada		
e	Andhra Pradesh		
ode	533004		
od of Stay (From)			
od of Stay (To)			
dlord Name (If Any)			
rest Police Station			
didate's Contact Details	9133601613		
ile Number			
dline Number			

Education Qualifications (Pls furnish details of Highest Qualification only)

ach scanned copy of ree / Provisional degree ficate)	College Details	University Details	Registration No	Month & year of passing
ege Address	Vidyutnagar			April 2019
tact numbers	9666994777			

Employment Verifications(Pls furnish employment details)

ach scanned copies of relieving letters for all emploments)		Employment 1	Employment 2
pany Name			
ress with Pin Code			
gnation			
loyee code			
of Joining			
of Leaving			
uneration			
sons for leaving			
details	Name		
	Contact		
	E-Mail		
ervisor details - 1	Name		
	Contact		
	E-Mail		

Identity verification details

(Furnish details of either passport or Driving license & Attach scanned copy of the same)	
sport /Driving License No.	
of Issue	
of Expiry	
e of Issue	

GAP Check

GAP DETAILS	

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Annexure 1

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.

   A. Photo ID Proof – Please attach only one relevant document out of the following....
      i. Govt-issued ID Card Copy - Voters ID, Aadhar Card, Driver's License, Passport, PAN Card & Ration Card
      ii. 10th Class Certificate (with photo on it)
      iii. Affidavit (Original with Photo) duly attested by the Gazetted Officer
      iv. Bank Pass Book (with photograph) duly attested by Bank

   B. Date of Birth Proof – Please attach only one relevant document out of the following....
      i. PAN Card
      ii. Passport
      iii. 10th Class Certificate mentioning Date of Birth clearly
      iv. Driver's License

   C. Present, Permanent & Longest Stay Address Proof – Please attach only one relevant document out of the following for each Address mentioned in the Background Check Details form....

      i. Govt-issued ID Card Copy - Voters ID, Aadhar Card, Driver's License, Passport, PAN Card & Ration Card
      ii. Affidavit (Original with Photo) duly attested by the Gazetted Officer
      iii. Bank Pass Book/Statement with Address & Latest Entry Page (within 3 months)
      iv. Residence certificate by Tahsildaar or other govt. body
      v. Postpaid connection bill
      vi. Utility Bill (Electricity/Water/Landline Bill/Property Tax/Gas bill or slip – within 3 months) – Self or parents, in laws if married for female employees
      vii. Rent Agreement – Self or parents, in laws if married for female employees

   D. Qualification Proof – Please attach Highest Completed Education certificate (Final Year/All Semester/All Year Clear marks-sheet or Degree certificate clearly stating course completed by the Candidate) with Clear Roll No. OR Registration No.OR Enrollment No. OR any College/University ID. No

   E. Experience Proof – Please attach Relieving Letter and any of the following Documents for each employment declared in Background check form...clearly mentioning Start & End Date of Tenure for each employment
      i. Appointment Letter of Last Company + Last 3 months' Salary Slips or
      ii. Resignation Acceptance Letter or
      iii. F&F (Full & Final) Settlement Document

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

   Documents

   1) Updated Resume
   2) Professional Relieving Letter from previous employer (last employment)
   3) Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
   4) 3 recent Passport size Photographs.
   5) If your salary is less than or equal to 1,80,000/- p.a, (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation thereforeplease carry;

   - Your 3 Post card size (4X7) photographs (Copies of the same photograph)
     Or
   - If you would like your family covered – Family group Photograph of immediate family (4X7, 3Copies of the same photograph), only members in the photo will be covered, Photos should beclear and have only your immediate family who are your dependents.

   6) Documents required for PF enrollment
      1. Names & Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme
      2. If already a member of a provident fund (PF) scheme with previous employer, then;

   - Previous Employer's name
   - Provident Fund account number from your previous employer
   - Universal account number provided by your previous employer
   - Date of joining and exit from previous employer
   - Adhaar card copy

With warm regards,

For Genpact Authorized Signatory

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Accepted and Agreed

D.S.V.S. Alekhya

Candidate

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Letter of Authorization

To whom it may concern

I understand that GENPACT may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish GENPACT and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to GENPACT and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: D.S.V.S. Alekhya

Name in Block Capitals: DHOLIPALA SRI VENKATA SURYA ALEKHYA

Date of Birth: 07-July-1998

Date: 13/3/2019

Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment sheet captures the various aspects of a role and the related challenges/situations you may face with respect to doing the job if selected.

'To ensure you have read the complete document, please ensure you:

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and **underlined**. At the end of each statement, you need to write down the word/words on the side of the sheet.
   Example:

   Do I have any **concern** in travelling in non AC cabs or buses - the word **concern** needs to be written in the column with the heading **"Write the word that is in bold & underlined**.
3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column

You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.

Post your Pre Hire Orientation session, please confirm if you want to join Genpact or not. It is in the interest of the company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,
Genpact Recruitment Team

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Recieved Originals

B.Joshna

HCL TECHNOLOGIES LTD.
Corporate Identification Number : L74140DL1991PLC046369
D-12, Sidco Industrial Estate, Ambattur Indl. Estate,
Ambattur, Chennai - 600 058. T.N. India.
T : +91 44 4200 4800 F : +91 44 2624 4213
Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi - 110 019, India.
www.hcltech.com

www.hcl.com

Date: 10th Feb,2019

Ms. B Lakshmi Joshna,

Ideal Instution of Technology,Kakinada.

Subject: Letter of Intent ("LOI")

Dear B Lakshmi Joshna,

Following your interview with HCL Technologies Limited, we are pleased to inform you that you have been selected for the role of **Member Technical Engineer**. This letter of intent will be subjected to the following terms & conditions:

1. You are required to successfully complete the **B.Tech** within the final academic year
2. We intend to on-board you at HCL in **July' 2019**, and your Cost to Company ('CTC') on joining HCL will be **INR 3.50 LPA**
3. You will be given an Offer Letter with detailed terms and conditions of employment prior to the joining date for you to take an informed decision.
4. Your on boarding process will begin as soon as you submit the Bonafide Certificate from College.
5. To accept this **LOI**, you must sign and return a scanned copy of this letter *(pdf, JPEG or any other readable format)* to **Shaik Ahmed Alisha** at the email address mentioned below, within **10 days** of your receipt of this **LOI**.
6. Please note that this LOI is not an offer or a legally binding contract of employment. It is clarified that the offer of appointment is subject to successful completion of your qualifying exams with no arrears and **85%** as overall or equivalent. Also, the LOI is conditional to the fact that all information furnished by you in your application is correct and you have not suppressed material information regarding your qualification, experience, identity etc., In case any of the above conditions/requirements detailed above is not fulfilled, this LOI will stand null and void, without any liability of HCL whatsoever.
7. This LOI is valid till **31st July,2019**.

Address:

HCL Technologies Limited, Velagapudi Ramakrishna Siddhartha Engineering College, Computer Science Block, Kanuru, Vijayawada, Andhra Pradesh - 520007.

Should you require any clarification, please feel free to contact **Shaik Ahmed Alisha** at **ahmedalishas@hcl.com** .

For HCL Technologies Limited

Accepted: (Yes / No)

Amrita

Amrita Das
Vice President, Head-Global Rewards

B. Lakshmi Joshna

Name & Signature of the Candidate

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original letter
V. Lakshmi Priya
04/04/19

COMPANY: **Date:** 24/11/2018

PROVISIONAL OFFER LETTER

Dear Mr./Ms. LAKSHMI PRIYA VELAGALA

The Job Mela Conducted on 24-11-2018 **at** KITS Engineering college (Bivili) . Techm **Company Participated and conducted the interviews to the applicant.**

Following the interview process, Provisionally offer you the position of Technical Support

With our organization. If you join our organization, you will become part of a fast-placed and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of our organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectation. In addition, we expect your personal accountability in all the products, actions, advice and results that you will provide as a representative of or organization. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Salary: Rs. :

Date of reporting: Pending with Voice & Manager Round (Post Acedemics)

Place of reporting: HYd - CH1

Essential Certificates:

- **Original Certificates of your education Qualification**
- **Id Proofs (Aadhar/PAN/Ration Card/Voter Card)**

We congratulate you and feel confident that you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Note: - This is only Provisional offer letter and it does not confer any right to the individual. The final letter will be issued on successful completion of final round of interviews at our office. Subjected to verification of original documents this letter is valid for one month or date of Joining whichever is Earlier. If the period of one month is lapsed, it is deemed to be cancelled without any further notice and no request is entertained in this regard.

In case of any type of enquiry or any further assistance please Con:0884-2352767/68,vikasajobskkd@gmail.com.

Company Directly Communicates about the change or the conformation of Joining & other things please fallow those guidelines from the company.

Authorized signatory

Designation : HR_Manager

Contact Number : 9700880567

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

BIG WORKS

Date: 13th March, 2019

To,
T Keerthi
1-144,
Near Prakasam Convent,
Madhura Nagar,
Kakinada

Sub: - OFFER LETTER

Dear T Keerthi,
Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIG WORKS TECHNOLOGIES PRIVATE LIMITED.**

We look forward to welcome you to **BIG WORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,25,244/-** per annum (Rupees Two Lakh Twenty Five Thousand Two Hundred Forty Four per annum only) set forth in **ANNEXURE 1.** Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current & forth-coming projects for achieving higher goals for the Company.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

BIGWORKS

ANNEXURE 1

Name	:	T Keerthi
Designation	:	Trainee Consultant
Location	:	Hyderabad

Component	Monthly	Yearly
Basic	7,500	90,000
HRA	3,000	36,000
Conveyance Allowance	1,600	19,200
Children Education Allowance	-	-
Medical Allowance	1,250	15,000
*Advance Bonus	-	-
Other Allowance	1,650	19,800
Gross Package	**15,000**	**1,80,000**
Variable Pay	-	-
Employer Pf	900	10,800
PF Administrative Expenses - Employer Contribution	75	900
Employer ESI	712	8,544
Medical Insurance	-	-
Gratuity	2,083	25,000
Total CTC		**2,25,244**

*Please note that your final net salary will be subject to statutory deductions as per the applicable laws of the land.

Signed on Behalf of **BIGWORKS TECHNOLOGIES PRIVATE LIMITED**

_____

Sriram Thota
Director

I _____ of PAN No_____ having read and understood the terms and conditions of this offer hereby accept the appointment of Trainee and confirm that I shall commerce work on _____at 9.00 am. In the event that I am unable to commence work on the mentioned date, I shall inform the company in writing two (2) weeks prior to the mentioned date.

_____ _____

Signature Date

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

BIG WORKS

Received Original
N. S. Varma

Date: 13th March, 2019

To,
Vignesh Varma Nadimaplli
68-10-20/4,
Vidyuth Nagar,
4th St.,
Kakinada,

Sub: - OFFER LETTER

Dear **Vignesh Varma Nadimaplli,**
Congratulations! We are delighted to extend this offer of employment for the position of **Trainee Consultant** with **BIG WORKS TECHNOLOGIES PRIVATE LIMITED.**

We look forward to welcome you to **BIG WORKS TECHNOLOGIES PRIVATE LIMITED** and as a member of the company.

The components of your initial salary and annual CTC are **Rs. 2,25,244/-** per annum (Rupees Two Lakh Twenty Five Thousand Two Hundred Forty Four per annum only) set forth in **ANNEXURE 1**. Your variable pay will be calculated based on your performance against the given KRAs. The Company will make all required statutory benefit contributions. Your salary may be amended from time to time according to Company policy, and in accordance with applicable law. Monthly Payroll is payable by the 05th of every month.

The salary details are strictly private and confidential and details in this letter must not be disclosed or discussed with others.

We look forward to your support and enthusiastic involvement in the current & forth-coming projects for achieving higher goals for the Company.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR KAKINADA

Received original offer letter
G. Bharathi Ramya

TRIPOD

Offer of Employment

December 29,2018

Dear Bharathi Ramya Gundra

Congratulations!!

We are pleased to inform that you have been selected for the position of **Trainee Engineer.** You are one of the few that got selected into our prestigious program.

Trainee Engineer – Phases of Learning at Tripod:

Typically a Trainee Support Associate like you who joins us, goes through the following learning phases during the 1st year of employment:

- **Orientation Phase**: This will be during the first one week of your employment with Tripod and typically includes some boring but important activities like filling out HR paper work, reading and understanding HR Policies & Guidelines, some critical things like you getting assigned to a mentor(s) who will guide you through the learning process, and some exciting things like getting to know the details on technical and other training courses that you will be expected to go through in the next phases of learning.

You will also get a chance to meet and greet our proud craftsman that created (and continue to enhance) our "eureQa SaaS+Cloud testing platform", the fastest and easiest solution in the market to build and run cross-browser and cross-device testing.

- **On-boarding Phase**: This phase will cover the first 2 months of employment with Tripod. You will attend training on diverse topics of interest (like Software Development Life Cycle Methodologies, one or more Programming Languages/ Frameworks, Quality Assurance/Testing, Soft Skills, Leadership, etc.,) that will help you build a good foundation for your career.

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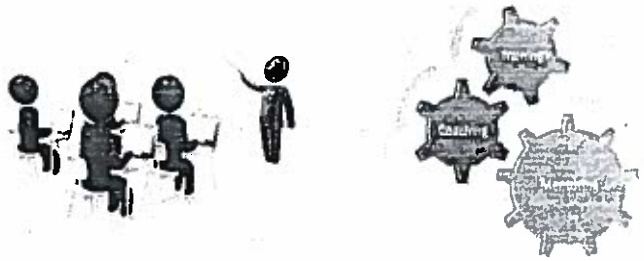
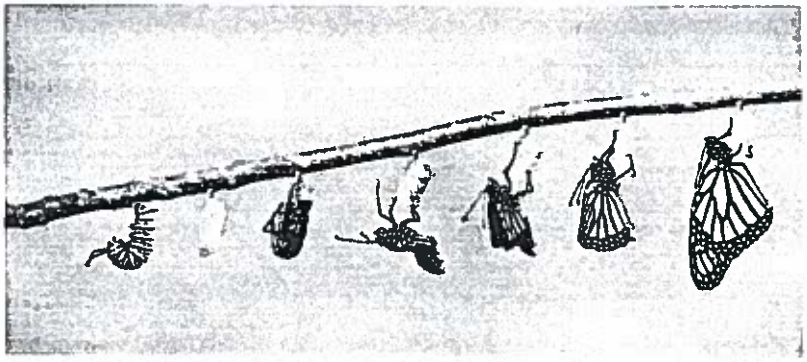


Of course, you will get an opportunity to acquire the foundational skills needed for you to start your journey of transforming into one of the craftsmen that proudly chisel the rich features of our 'Made-in-Tripod' eureQa platform. During this phase, you will start the process of acquiring the necessary knowledge, skills, and behaviours to become effective organizational member. This phase of your employment will typically involve class room type training, self-driven research/learning, hands-on exercises, and formal periodic assessment by senior technical and HR staff at Tripod. Once you graduate successfully from the Onboarding Phase, you will continue on the Learning Path through the Employee Development Phase.

- **Employee Development Phase:** During this phase that lasts 4 months (3rd, 4th, 5th and 6th months) of the employment with Tripod, typically a trainee like you will be assigned specific individual assignments supervised by designated Tripod project managers/project leads who will give opportunities to the trainee to apply some if not all of the knowledge and skills attained in the earlier phases of learning mentioned above.



During this phase you too will start feeling contented and excited that you are able to chisel and/or polish some of the upcoming rich features of eureQa. Formal and Informal periodic assessments will be conducted to assess a trainee's progress and development during this phase. Individual assignments may be given in diverse areas (analysis/requirements elicitation, design, maintenance, etc.,) to ensure that you gain exposures to and experiences in as many SDLC stages as possible. Once you graduate successfully from this phase, you will continue on the Learning Path through the Career Development Phase.

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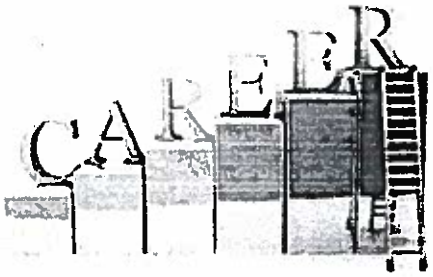
- **Career Development Phase:** During this phase (7th & 8th months) typically you may be assigned a role on specific eureQa project(s) reporting to designated Tripod project managers/project leads and collaborating with peers and other senior resources on the project team(s).



During this phase you will be expected to apply many if not all of the knowledge and skills attained in the earlier phases of learning mentioned above but also demonstrate the abilities to grasp/gain project, domain and technology or tools specific knowledge and skills. Formal and Informal periodic assessments will be conducted to assess your progress and development during this phase.

Trainee Engineer – Probation Period:

You will be on "Probation" for the first 8 months of employment (covers the Orientation, On-boarding, Employee Development and Career Development phases mentioned above). Upon successful completion of the Probation period, Tripod will issue a "Letter of Employment Confirmation" to you.

We can't wait for you to complete the 'Probation Period' with flying colors and start contributing your smart ideas and learned skills in further embellishing eureQa suite of products.

A few related points worth noting are:

- During the Probation period (until the 'Letter of Employment Confirmation' is issued), if the management is not satisfied with the progress being made by a trainee as identified in one or more of the formal periodic assessments mentioned above, Tripod can end the trainee's employment with a notice period in writing of 15 days. During the Probation period, a trainee employee can also end the employment with Tripod with the same 15 day notice period given in writing.

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- Once the 'Letter of Employment Confirmation' is issued by Tripod, the mutual notice period for separation of employment will be 3 months.

Compensation:

You will start with Yearly CTC of □ **2,40,000** which will be in effect during the Probation Period. Once a 'Letter of Employment Confirmation' is issued to you, your salary would be revised based on your performance upwards to a maximum of □ **3,00,000** which will be in effect until the next Annual Performance Review is completed.

Other Perks and Benefits:

You will also be eligible to receive the following perks and benefits:

- **Medical Insurance Benefit** – You will be covered for medical benefits under the Tripod's Medical insurance benefit program for yourself. If you intend to get your spouse and/or family covered under this benefit program, you can opt to do so. If you decide to opt for this coverage under this program, you will be provided with information on coverage, premiums and co-pays in your induction. Coverage under this program usually begins 30 days after commencement of employment with Tripod.
- **Vacation Days** – You will be eligible for 24 vacation days a year that will be credited on 1st January of every year. Leaves are pro-rated (02 leaves per month) and divided for new employees depending on their joining date. Vacation time will only be considered for those pay periods when a timesheet has been submitted in a timely manner. A new joiner is not entitled with leaves during the first 02 months.

Annual Performance Review:

You will usually go through a formal performance review that is conducted company-wide on a yearly basis, in the following year of your joining. Typically this process results in a job title change, a mutual determination of career path/track that is ideal for the employee to take, and more importantly a salary increase and goal settings for the 2nd year of employment.

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Once a Trainee Engineer successfully completes and goes beyond the first year of employment, typically he/she will continue the Learning Path by getting opportunities for more "on-the-project" training as well as periodic refresher and/or continuous education training.

We welcome you to the Tripod Family and look forward to a great working relationship.

We will keep in constant touch with you between your acceptance of employment and the date of employment commencement. Please don't hesitate to contact me or our very friendly HR personnel if you have any questions or thoughts you want to discuss.

A common experience that some of our current employees share with us and cherish is the time when they decided to join Tripod and not some other reputed IT services companies that wanted to hire them (every year as you know these companies hire in bulk many hundreds or thousands of trainees to meet their numbers). They very clearly see a marked difference in the skills and experience they have gained being at Tripod compared to their peers that ended up joining such services companies.

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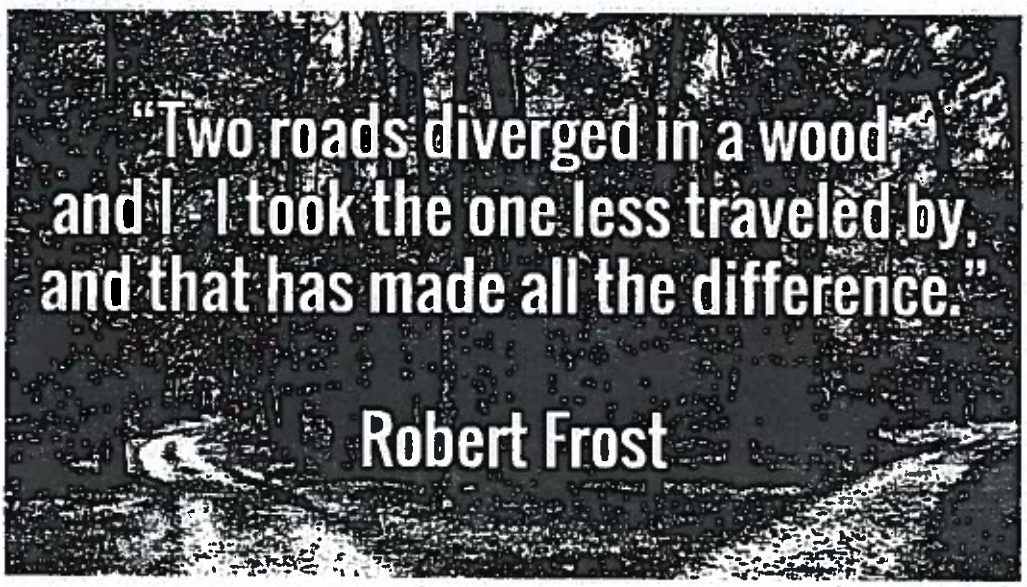
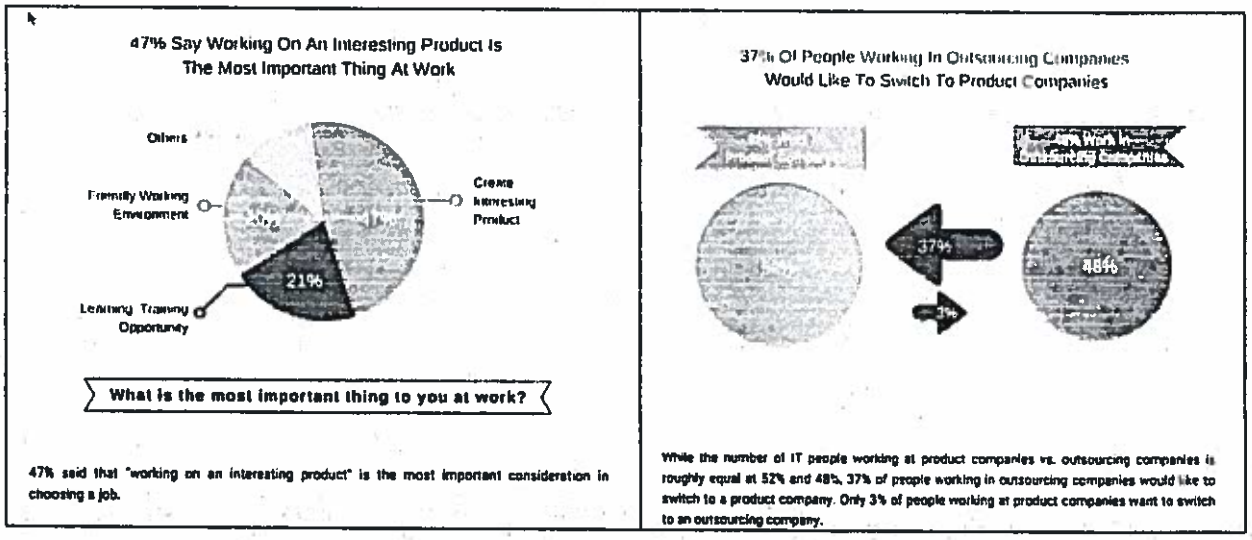


You too may facesuch adilemma on whether you join such services firms or join our 'proud' carefully chosen (but relatively small) team that develops 'popular' and products like eureQa and experience your own career growth as Tripod continues to grow.

If you do face such a dilemma, please remember the following survey snippets (that is the reality even for most experienced people in the IT industry worldwide).



Your joining date will be somewhere in between **May 2019 to June 2020**.We will confirm the exact date of joining at an appropriate time. Appointment letter will be issued on your joining date. This letter will also include the "Terms & Conditions" related to your employment with Tripod.

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TRIPOD

We look forward to your joining date.

Sincerely,

C.V. Mitra.

Viswamitra Chevendra,
Vice President
Tripod Software Solutions Pvt Ltd
vchevendra@sayeurega.com
www.sayeurega.com

Tripod Software Solutions Pvt. Ltd. HYDERABAD TS

Acceptance of Offer of Employment:

I have read and accept this *exciting* Offer of Employment.

Signature : G. Ranya

Name : G. Bharathi Ranya

Acceptance Date : 29.12.18

You are now a new leaf
on our
Tripod Banyan Tree

Help us keep in touch with you between now and when you join us.

Best Email @ : gundraranya51@gmail.com

Best Phone # : 9014168881

Alternate Phone # : 8096487074

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