

4.5. If the Company bears any relocation expense at the time of your appointment and/ or transfer and you leave the Company within 12 (Twelve) months of such relocation; the Company shall be entitled to retain the relocation charges from your full and final settlement.

### **5. Timings**

You will observe the timings prevalent in the establishment or establishments where your services are made use of. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. You are expected to work not less than 48 hours each week and daily basis the goals completion for the day.

### **6. Background Verification Check**

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the company.

### **7. Retirement**

You will retire from the services of the company on attaining the age of 58 years

### **8. Discipline**

It is an express condition of services that you shall wholly devote your time to the company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this company or engaging in any part time business, allied, connected or incidental to the company's business is strictly forbidden.

8.1 Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this company.

**8.2** All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior consent of the Management. The Management will treat any

breach of this condition as misconduct liable to disciplinary action which may include dismissal.

**8.3** You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

**8.4** You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under monetary obligation to any person/client with whom you may be having official dealings.

### **9. Company Property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

### **10. Code of Conduct and Ethics**

You are to adhere strictly to the following Company Code of Conduct & Ethics:

**10.1 Investments** - Employees are prohibited from investing in any of the Company's clients, suppliers or competitors unless the securities are publicly traded and the investments are available on the same terms as available to the general public. This prohibition applies to all forms of investments and to all employees, directors, officers and agents of the Company and their immediate families. In general, employees should not have any financial interest in a client, supplier or competitor that could cause divided loyalty or give the appearance of divided loyalty.

**10.2 Engaging in private trade or alternate/ outside employment** - All fulltime employees, shall not engage directly or indirectly in any trade/business or undertake any other employment or consultancy or undertake such trade/business/consultancy on behalf of anyone else, either with/without remuneration, during the course of

his/her employment with the Company, except with the written permission of the management. Also, such private trade and/or alternative employment should not adversely affect performance and conflict with the business interest of the Company (this would include working for a competitor). In cases of conflict with any outside employment activity, the employee's obligations to the Company must be given priority. In general, private trade and/or alternative employment is not allowed when:

It prevents an employee from fully performing work for which he/ she is employed with the Company.

It prevents an employee for engaging in overtime assignments (if applicable).

It involves companies that are doing or seeking to do business with the Company, including actual or potential vendors or customers.

It violates provisions of law or the Company's policies and procedures

**10.3 Ethical standards** - The Management expects all employees to exercise the highest degree of professional business ethics in all actions they undertake on behalf of the Company. Employees should observe all laws and regulations governing business transactions and engage in fair competitive actions. Employees are prohibited from using, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Company also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be timely and accurate. Employees should not make any false or misleading entries in any book or record. Employees should use Company funds only for legitimate and ethical purposes.

**10.4.** You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavour to promote the interests of the Company and to maintain and promote good reputation thereof.

**10.5.** You shall abide by the rules and regulations of the Company that are in force from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of this Agreement. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

**10.6.** You shall not, during the continuance of your employment with the company, or at any time thereafter, disclose to any individual, firm, company, or body

corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as, may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any Know How, formulae, any technical, financial, statistical, marketing, designs, product information or any other data or information of the Company whether expressly designated as confidential or not.

**10.7.** You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers, suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during the course of your employment with the Company.

**10.8.** All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain property of the Company and the same shall constitute "works made for hire".

## **11. Data Privacy**

**11.1.** By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable.

**11.2.** You acknowledge that any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of those rules.

**11.3.** You consent to the transfer of such personal information to other offices the Company may have or to other third parties, whether or not outside the Union of India, for administration purposes and other purposes in connection with your appointment, where it is necessary or desirable for the Company to do so.

## **12. Indemnity**

You agree to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise as a result of any unauthorized act by you or any act caused by you being in contravention of your employment contract.

## **13. Severability, integration and No Modification Clause**

**13.1. Severability** – In the event that any provision of your employment Agreement should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Agreement shall remain in full force and effect.

**13.2. No Modification** – No modification, amendment, or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or connection with the subject matter of this Agreement, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer agent of such party.

## **14. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

## **15. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

## **16. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court, Mumbai only.

## **17. Rules & Regulations**

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.



We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

**A wonderful experience awaits you here, that's a promise!**

Yours truly

For, Upskilling Edutech Pvt Ltd.

### **Dedicated Period of Service.**

The company is committed to investing its resources in a training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills attained at Training on the job to maximize the positive impact of the learnt skills in your assigned key results. Considering the significant investment that the training represents, the company will deduct the training costs component from your final settlement to ensure that you will not defect to another employer before the cost of the training is amortized. The total cost of training each employee is determined to be Rs. 25000 (Rupees Twenty-Five Thousand only). By signing this Agreement, you agree to remain an employee of the company for a period of 1 (one) year ("Dedicated Period of Service").

During this 'Dedicated Period of Service' if you are terminated on grounds of misconduct, fraud or repeated poor performance or if you voluntarily leave the company, the company shall deduct costs incurred for your training not exceeding Rs. 25000 (Rupees Twenty-Five Thousand only). If you separate between 0-3 months - entire Training cost shall be retained, between 4-6 months - 50% of training cost shall be retained and 6-12 months 25% of training cost shall be retained.

  
REGISTRAR 



## ACCEPTANCE LETTER

Acceptance of the candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above with **SkillVertex Edutech**, and will report on or before 17/02/2022.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

With Regards,

**VP – Human Resource**

**SkillVertex Edutech**

*Sanna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore

Sl. NO.	Particulars
1.	Professional / Educational Certificates <ul style="list-style-type: none"> <li>• Payslip of Last 3 Months of previous employment (if applicable).</li> <li>• Relieving Letter From Previous Served Company (if applicable).</li> <li>• Graduation Certificate</li> </ul> Other relevant educational certifications
2.	Colour Scanned Copy of Photographs.
3.	PAN Card and Aadhar card Scanned Copy.
4.	<b>Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.</b>





Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221677**

**Letter of Offer ("L/O")**

Dear GUNTAKANTI HARSHAVARDHAN REDDY,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this L/O, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
REGISTRAR  


Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Offer shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our Offer to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Offer.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

For queries on Letter of Offer (L/O), write to use with e-mail subject as: **Query on L/O - Superset ID 1221677**

For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1221677**

In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221677**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

## GUNTAKANTI HARSHAVARDHAN REDDY

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950





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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221683**

**Letter of Offer ("L/O")**

Dear KOTA SANDEEP,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this L/O, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
REGISTRAR  


Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Offer shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our Offer to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Offer.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

For queries on Letter of Offer (L/O), write to use with e-mail subject as: **Query on L/O - Superset ID 1221683**

For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1221683**

In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221683**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

## KOTA SANDEEP

### Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

### For & On Behalf of Capgemini

#### Tejinder Sethi

#### Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950





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**Superset ID: 1221697**

## **Letter of Offer ("L/O")**

Dear MADDI VAMSI KRISHNA,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this L/O, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
REGISTRAR 

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2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Offer shall remain confidential and are not to be disclosed to any third party.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

For queries on Letter of Offer (L/O), write to use with e-mail subject as: **Query on L/O - Superset ID 1221697**

For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1221697**

In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221697**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

## MADDI VAMSI KRISHNA

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221701**

**Letter of Offer ("L/O")**

Dear GOLI SAI KUMAR,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

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REGISTRAR  


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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

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In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221701**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

## GOLI SAI KUMAR

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

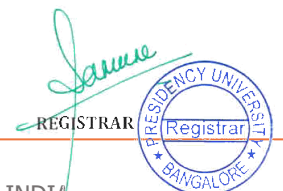




You Are Awesome!

Offer Letter

## Six Dee Telecom Solutions



**Rakshitha A R**  
**8197203396**

**3/2/2022**

**201810101559@presidencyuniversity.in**

**Dear Rakshitha A R,**

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

The following will list your relevant details about your general responsibilities.

### **Duties**

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

  
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## COMMENCEMENT DATE

If you accept this offer of employment, we will keep you informed about your date of joining.

Please contact on your joining date.

## REMUNERATION AND DESIGNATION

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, as **Assistant Manager - Technical Presales**.

During your initial 6 months of training/probation period, your total cost to company will be **INR 270000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 500000 per annum**. Details of the salary structure are given in the annexure attached.

## PLACE OF WORK:

Your work location will be **Bangalore** office. The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

We will be Working From Home until further notice, based on the current situation.



## BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

## PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

  
REGISTRAR  


The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

## **BENEFITS**

### **A. ANNUAL LEAVES**

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:

- 1 – Illness with fever
- 2 – University Convocation
- 3 – University Exams
- 4 – Marriage/ Death (god forbid) in immediate family
- 5 – Passport related

After probation, you are entitled for 21 leaves in a year (1<sup>st</sup> April to 31<sup>st</sup> March).

### **B. General Mediclaim:**

You will be eligible for General Mediclaim Policy starting from the date of joining.


## **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

## **NON-COMPETE AND NON-SOLICITATION**

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

  
REGISTRAR 



- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

## SEPARATION:

### A. Termination

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

### B. Retirement:

Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

### C. Notice Period

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees is of 3 months. Notice period in probation period will be 1 month. However, when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. The Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the Company.

### D. Absconding

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

### E. Statement of Facts:

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 your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In

REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

## GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

## CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

## INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

## BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

## PERFORMANCE MANAGEMENT AND SALARY REVISION

Based on your date of joining, your appraisal cycle will be decided (either April or October). Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

## INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

  
REGISTRAR  


You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

## AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Once you join us, you will abide by all the policies & procedures of the Company.

**You should retain a copy of this letter for your own records and sign and return one copy to the Company.**

We look forward to you joining us.

Kind regards,  
Yours sincerely,



**Dipti Yadav**  
Manager - Human Resources  
For and on behalf of  
**Six Dee Telecom Solutions Private Limited**


## DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

**Six Dee Telecom Solutions Private Limited** have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**(Rakshitha A R)**

  
REGISTRAR  


1<sup>st</sup> March 2022

**OFFER LETTER**

**Mr. FAZAHATH HUSSAIN D**

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
  - a) You shall join the company on or before **1<sup>st</sup> May 2022**.
  - b) Accuracy of the testimonials and information provided by you.
  - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
  - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical knowhow, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

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

Yours sincerely.



Nicel KM  
Co-Founder  
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

I accept the terms and conditions of this offer

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
Dickenson Road Bangalore, KA 560042



REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

**Annexure**

<b>Name:</b> FAZAHATH HUSSAIN D	<b>Designation:</b> Senior Executive Customer Experience & Product Specialist	
<b>Band:</b> B2A	<b>Location:</b> Bangalore	
<b>Entitlement</b>	<b>Per Month₹</b>	<b>Per Annum₹</b>
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
<b>Sub Total 1</b>	<b>30,967</b>	<b>3,71,604</b>
Company's Contribution to PF	1,800	21,600
<b>Sub Total 2</b>	<b>32,767</b>	<b>3,93,204</b>
Group Mediciam Insurance		11,800
Gratuity (Estimated)***		8,511
<b>Sub Total 3</b>		<b>11,652</b>
<b>Gross Annual Fixed (Grand Total)</b>		<b>4,13,515</b>
<b>Annual Management Bonus~</b>		<b>45,000</b>
<b>Total Cost to Company ^^^ (at 100% payout)</b>		<b>4,58,515</b>

**^^^Total Cost to Company**

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

**\*\*\*Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

**Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.**

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

**~ Annual Management Bonus**

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



**Nicel KM**  
**Co-Founder**  
**Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)**

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
 Dickenson Road Bangalore, KA 560042

  
 REGISTRAR  




Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221706**

**Letter of Offer ("L/O")**

Dear ABHISHEK B M,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this L/O, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
REGISTRAR  


Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Offer shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our Offer to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Offer.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

For queries on Letter of Offer (L/O), write to use with e-mail subject as: **Query on L/O - Superset ID 1221706**

For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1221706**

In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221706**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

**ABHISHEK B M**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950





1<sup>st</sup> March 2022

**OFFER LETTER**

**Mr. H. SHASHANK KUMAR**

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
  - a) You shall join the company on or before **1<sup>st</sup> May 2022**.
  - b) Accuracy of the testimonials and information provided by you.
  - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
  - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
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6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical knowhow, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

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

Yours sincerely,



Nicel KM  
Co-Founder  
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

I accept the terms and conditions of this offer

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
Dickenson Road Bangalore, KA 560042



**Annexure**

<b>Name:</b> H. SHASHANK KUMAR	<b>Designation:</b> Senior Executive Customer Experience & Product Specialist	
<b>Band:</b> B2A	<b>Location:</b> Bangalore	
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**Nicel KM**  
**Co-Founder**  
**Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)**

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Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
 Dickenson Road Bangalore, KA 560042

  
 REGISTRAR  




## PrimeSoft IP Solutions Private Limited

Ph: 91-40- 68351200  
email: [info@primesoft.net](mailto:info@primesoft.net)  
[www.primesoft.net](http://www.primesoft.net)

6th Floor, B Block, Qcity, Nanakramguda,  
Serilingampally, Hyderabad- 500 032.  
CIN:U72211AP2006PTC050122

February 16, 2022

### Dharani Ganta

Vinayaka Nagar,3rd cross  
Kampl, Karnataka  
Email ID: dharaniganta2003@gmail.com  
Mobile Number: 9008863281

Dear Dharani,

We are pleased to offer you an appointment in our organization as **Associate Engineer** operating out of our **Bengaluru** centre. Your "**Annual Compensation**" is attached herewith as in Annexure-A.

Your employment with us will be governed by terms and conditions referred to in Annexure-B.

You are required to join us on or before **Wednesday, February 16, 2022**. The offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

On the day of your joining, you are requested to report to the HR Manager, at 9.30 am to complete the joining formalities at our **Bengaluru** office our (# 20, Brigade RUBIX, HMT Watch Factory Road, Stage 1, Peenya, Bengaluru)..At the time of joining, you are requested to submit the copies of the documents as per Annexure-C.

We welcome you to our team and look forward to a long and mutually beneficial association.

For PrimeSoft IP Solutions Pvt. Ltd.

Akshaya Shetty  
Senior HR Manager

CC: Prabhaker Ramakrishnan, President  
C. Ganesan, Director



### Acceptance

I hereby accept the position and terms and conditions of employment offered and agree to execute the Employment and Confidentiality Agreement and other requisite documents for my employment with you. I will be joining on \_\_\_\_\_.

Signed: \_\_\_\_\_  
Name

Date: \_\_\_\_\_





## PrimeSoft IP Solutions Private Limited

Ph: 91-40- 68351200  
email: [info@primesoft.net](mailto:info@primesoft.net)  
[www.primesoft.net](http://www.primesoft.net)

6th Floor, B Block, Qcity, Nanakramguda,  
Serilingampally, Hyderabad- 500 032.  
CIN:U72211AP2006PTC050122

### Annexure-A

#### Name of the Employee: Dharani

<b>SALARY HEAD</b>	<b>RUPEES</b>
Basic Pay	1,20,000
HRA/CLA	60,000
Provident Fund	21,600
Special Allowance	98,400
<b>CTC</b>	<b>3,00,000</b>

#### In addition to your annual CTC you will be eligible for the following additional benefits which will be governed by the company policy:

1. Medical insurance coverage for Rs. 2, 00,000/- and Personal Accident coverage of Rs.10, 00,000/-
2. Group Term Life Insurance coverage of five times the CTC
3. Gratuity payment as per law

### TAXATION

Your emoluments will be subject to income tax as per the provisions of Income Tax Act, 1961 and the Company shall deduct tax at source at the applicable rates prior to making any payments to you.

### CONFIDENTIALITY

We expect you to maintain and honor at all times organization's policy of strictest confidentiality on the details of remuneration that you receive. Any violation of this policy could be reasonable grounds for termination with cause.

All benefits are as per company policy and are subject to change from time to time.

  
REGISTRAR  




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### ANNEXURE – B

#### 1. Employment Agreement

##### (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 in 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, security procedures, trade secrets, know-how, or inventions of the company or its Affiliate, or any client, agent, contractor or vendor. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

##### (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.

During the tenure of your employment you will not send in your application for employment to clients of PrimeSoft organizations world over. This clause is applicable up to two year of you leaving the employment with the Company.

#### 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / 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. Probation

You will be on probation for a period of 6 months from the date of joining. On completion of the probation, based upon your performance, management reserves the right to either extend your probation period or make your employment permanent with the company. During the period of probation, if your performance is not found satisfactory, notwithstanding any other clause, your employment may be terminated by the Company at any point of time without any prior notice.

If you resign during your probation period you need to give two month clear notice in writing or pay an amount equal to your 2 (two) month's Gross Salary in lieu of notice ; wherein management reserves the exclusive right to accept either your notice period or 2 (two) month's Gross Salary in lieu of notice.

On confirmation, your Employment may be terminated at any point of time by the Company by giving 1 (One) month notice or the salary in lieu of the notice. In case you resign, you need to give 3(three) months clear notice in writing. In the event of your resignation, the option to accept an amount equal to your 3(three) months' Gross Salary in lieu of notice rests exclusively on the Company. Notice period amount, if applicable, will become payable only when you complete all Exit formalities within seven calendar days from the last working day.





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### 4. Termination of Employment

Reference checks will be made from your previous employer(s), your place(s) of residence, Institute(s) where you studied and any other verification that may be deemed necessary. 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 employment forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

The other clauses regarding termination of employment as provided in the service regulations of the Company and also as per the Company's policies as amended from time to time and updated in the employee e-handbook shall apply.

You will not indulge in such acts that disrupt damage or interfere with the operation or business of the company. You will not recruit the company's employees for yourself or other organizations during your employment and up to two years after leaving the services of the company.

### 5. Statement of Facts

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.

### 6. Company Policies

All Company Policies (including access to office premises, mails, computer facilities, email and others) are available on the Company's Intranet. You are advised and instructed to go through these policies and strictly adhere to them.

### 7. Restraints

#### **Access to Information**

Information is available on need to know basis for specified teams.

#### **Authorization**

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

#### **Smoking**

The entire office premise including conference rooms, lobbies, is declared a No-Smoking Zone.

#### **Passwords**

Access to our network, development environment and mail system 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, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.





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### Security

Security is an important aspect of our communication and office infrastructure. We have appropriate security personnel deployed in all areas who take care of the security. Security Cards must be worn at all times with no exceptions allowed

If there is a need to take some of the equipments/infrastructure out of the office premises for any reason, gate passes shall be obtained from the security staff after the authorization from the immediate supervisor.

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.

### 8. Overseas Service Agreement

As the Company will be spending substantial amount of time and money for your deputation /secondment abroad, you will be required to sign a deputation agreement with the Company. 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 i.e. A minimum period of 12 months after coming back to the India unless and until specified otherwise.

### 9. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trade marks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

### 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 the courts in Secunderabad only.

### 11. Retirement

You shall automatically retire from the services of the Company at the age of 58 years and for the purpose of determining this, the age recorded with the Company shall be considered as final and conclusive.

### 12. General

The above terms and conditions including those in Annexure - A (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, 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 employee handbook and other documentation provided to you, or during hours expressly designated for you in writing. You shall provide details regarding the utilization of your time by entering the same into appropriate time sheets on a daily basis.

  
REGISTRAR  
Registrar  
BANGALORE



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**14.** 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 the company to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter.

**15.** This offer is being made subject to satisfactory completion of a pre-employment medical examination done by an authorized medical practitioner identified by the company. The pre-employment medical test has to be completed by the employee within one week from the date of joining. All medical information obtained as part of this process is confidential and shall remain the property of the company.

**16.** Whenever you are sent on overseas assignment, it is deemed that you are agreeable for the Company's overseas travel/engagement policy and agree to abide by the rules applicable Company's employee who is provided with such opportunity.

---

"The hard copy of the company's conduct and service regulations which are already available on the intranet of the company have been furnished to me and the said rules have been read and understood by me. I have accepted the offer of the company and I agree to abide by the terms and conditions of this offer letter mentioned in Annexure-B and the company's policies as amended from time to time."

**Name in Full:**

**Signature:**

**Address:**

**Date:**

**Place:**

PrimeSoft







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### ANNEXURE - C

At the time of joining, you are requested to bring the following documents in original, along with a copy of each.

a) Certificates supporting your educational qualifications along with mark sheets

Xth Certificate  
XIIth Certificate  
Degree Certificate  
Master's Certificate  
Any other Certificates

b) Latest Salary Slip / Salary Certificate

c) Relieving Letter from your present organization

d) Service Certificate / proof of Employment from the present and all previous Employers

e) Seven passport-sized color photographs

f) Please submit copy of the valid Passport. In case if you did not apply, please submit the proof of Passport Office submission ticket.

g) 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.

h). Aadhaar copy

  
REGISTRAR 



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CIN:U72211AP2006PTC050122

February 16, 2022

### **GOOTY SUHEED**

7/1720 A, Asha nagar, Gooty(M) Ananthapur, Andhra Pradesh, 51540  
Email ID: [suheedgty@gmail.com](mailto:suheedgty@gmail.com)  
Mobile Number: 9381421040

**Dear GOOTY SUHEED,**

We are pleased to offer you an appointment in our organization as **Associate Engineer** operating out of our **Bengaluru** centre. Your "**Annual Compensation**" is attached herewith as in Annexure-A.

Your employment with us will be governed by terms and conditions referred to in Annexure-B.

You are required to join us on or before **Wednesday, February 16, 2022**. The offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

On the day of your joining, you are requested to report to the HR Manager, at 9.30 am to complete the joining formalities at our **Bengaluru** office our (# 20, Brigade RUBIX, HMT Watch Factory Road, Stage 1, Peenya, Bengaluru)..At the time of joining, you are requested to submit the copies of the documents as per Annexure-C.

We welcome you to our team and look forward to a long and mutually beneficial association.

For PrimeSoft IP Solutions Pvt. Ltd.

Akshaya Shetty  
Senior HR Manager

CC: Prabhaker Ramakrishnan, President  
C. Ganesan, Director



### **Acceptance**

I hereby accept the position and terms and conditions of employment offered and agree to execute the Employment and Confidentiality Agreement and other requisite documents for my employment with you. I will be joining on \_\_\_\_\_.

Signed: \_\_\_\_\_  
Name

Date: \_\_\_\_\_





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### Annexure-A

#### Name of the Employee: GOOTY SUHEED

<b>SALARY HEAD</b>	<b>RUPEES</b>
Basic Pay	1,20,000
HRA/CLA	60,000
Provident Fund	21,600
Special Allowance	98,400
<b>CTC</b>	<b>3,00,000</b>

#### In addition to your annual CTC you will be eligible for the following additional benefits which will be governed by the company policy:

1. Medical insurance coverage for Rs. 2, 00,000/- and Personal Accident coverage of Rs.10, 00,000/-
2. Group Term Life Insurance coverage of five times the CTC
3. Gratuity payment as per law

### TAXATION

Your emoluments will be subject to income tax as per the provisions of Income Tax Act, 1961 and the Company shall deduct tax at source at the applicable rates prior to making any payments to you.

### CONFIDENTIALITY

We expect you to maintain and honor at all times organization's policy of strictest confidentiality on the details of remuneration that you receive. Any violation of this policy could be reasonable grounds for termination with cause.

All benefits are as per company policy and are subject to change from time to time.





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### ANNEXURE – B

#### 1. Employment Agreement

##### (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 in 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, security procedures, trade secrets, know-how, or inventions of the company or its Affiliate, or any client, agent, contractor or vendor. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

##### (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.

During the tenure of your employment you will not send in your application for employment to clients of PrimeSoft organizations world over. This clause is applicable up to two year of you leaving the employment with the Company.

#### 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / 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. Probation

You will be on probation for a period of 6 months from the date of joining. On completion of the probation, based upon your performance, management reserves the right to either extend your probation period or make your employment permanent with the company. During the period of probation, if your performance is not found satisfactory, notwithstanding any other clause, your employment may be terminated by the Company at any point of time without any prior notice.

If you resign during your probation period you need to give two month clear notice in writing or pay an amount equal to your 2 (two) month's Gross Salary in lieu of notice ; wherein management reserves the exclusive right to accept either your notice period or 2 (two) month's Gross Salary in lieu of notice.

On confirmation, your Employment may be terminated at any point of time by the Company by giving 1 (One) month notice or the salary in lieu of the notice. In case you resign, you need to give 3(three) months clear notice in writing. In the event of your resignation, the option to accept an amount equal to your 3(three) months' Gross Salary in lieu of notice rests exclusively on the Company. Notice period amount, if applicable, will become payable only when you complete all Exit formalities within seven calendar days from the last working day.





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### 4. Termination of Employment

Reference checks will be made from your previous employer(s), your place(s) of residence, Institute(s) where you studied and any other verification that may be deemed necessary. 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 employment forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

The other clauses regarding termination of employment as provided in the service regulations of the Company and also as per the Company's policies as amended from time to time and updated in the employee e-handbook shall apply.

You will not indulge in such acts that disrupt damage or interfere with the operation or business of the company. You will not recruit the company's employees for yourself or other organizations during your employment and up to two years after leaving the services of the company.

### 5. Statement of Facts

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.

### 6. Company Policies

All Company Policies (including access to office premises, mails, computer facilities, email and others) are available on the Company's Intranet. You are advised and instructed to go through these policies and strictly adhere to them.

### 7. Restraints

#### **Access to Information**

Information is available on need to know basis for specified teams.

#### **Authorization**

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

#### **Smoking**

The entire office premise including conference rooms, lobbies, is declared a No-Smoking Zone.

#### **Passwords**

Access to our network, development environment and mail system 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, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.





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### Security

Security is an important aspect of our communication and office infrastructure. We have appropriate security personnel deployed in all areas who take care of the security. Security Cards must be worn at all times with no exceptions allowed

If there is a need to take some of the equipments/infrastructure out of the office premises for any reason, gate passes shall be obtained from the security staff after the authorization from the immediate supervisor.

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.

### 8. Overseas Service Agreement

As the Company will be spending substantial amount of time and money for your deputation /secondment abroad, you will be required to sign a deputation agreement with the Company. 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 i.e. A minimum period of 12 months after coming back to the India unless and until specified otherwise.

### 9. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trade marks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

### 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 the courts in Secunderabad only.

### 11. Retirement

You shall automatically retire from the services of the Company at the age of 58 years and for the purpose of determining this, the age recorded with the Company shall be considered as final and conclusive.

### 12. General

The above terms and conditions including those in Annexure - A (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, 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 employee handbook and other documentation provided to you, or during hours expressly designated for you in writing. You shall provide details regarding the utilization of your time by entering the same into appropriate time sheets on a daily basis.

  
REGISTRAR  
Registrar  
BANGALORE



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**14.** 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 the company to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter.

**15.** This offer is being made subject to satisfactory completion of a pre-employment medical examination done by an authorized medical practitioner identified by the company. The pre-employment medical test has to be completed by the employee within one week from the date of joining. All medical information obtained as part of this process is confidential and shall remain the property of the company.

**16.** Whenever you are sent on overseas assignment, it is deemed that you are agreeable for the Company's overseas travel/engagement policy and agree to abide by the rules applicable Company's employee who is provided with such opportunity.

---

"The hard copy of the company's conduct and service regulations which are already available on the intranet of the company have been furnished to me and the said rules have been read and understood by me. I have accepted the offer of the company and I agree to abide by the terms and conditions of this offer letter mentioned in Annexure-B and the company's policies as amended from time to time."

**Name in Full:**

**Signature:**

**Address:**

**Date:**

**Place:**

PrimeSoft





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CIN:U72211AP2006PTC050122

### ANNEXURE - C

At the time of joining, you are requested to bring the following documents in original, along with a copy of each.

a) Certificates supporting your educational qualifications along with mark sheets

Xth Certificate  
XIIth Certificate  
Degree Certificate  
Master's Certificate  
Any other Certificates

b) Latest Salary Slip / Salary Certificate

c) Relieving Letter from your present organization

d) Service Certificate / proof of Employment from the present and all previous Employers

e) Seven passport-sized color photographs

f) Please submit copy of the valid Passport. In case if you did not apply, please submit the proof of Passport Office submission ticket.

g) 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.

h). Aadhaar copy

  
REGISTRAR  




**GLENCORE**  
INFORMATION SERVICES PVT. LTD.

REF: GISPL\PER\REC\002V2022

February 17, 2022

**Mr. Ankit Raj**

Barh Bazar,  
Barh,  
Patna, India.

Dear Mr. Ankit Raj,

**SUB: OFFER OF APPOINTMENT**

-----

We have great pleasure in offering you an employment in our Company. Please find the terms and conditions of the offer of appointment below. In the following sections, 'the Company' refers to **Glencore Information Services Pvt. Ltd.** and its management; and 'employee' refers to Mr. Ankit Raj

**TERMS AND CONDITIONS OF APPOINTMENT**

1. **Designation** : Data Analyst
2. **Place of Posting** : Presently at Chennai.
3. **Salary** : Mentioned in the Annexure attached to this Offer letter.
4. **Date of Joining** : 14<sup>th</sup> March, 2022
5. **Probation Period** : The probation period will be for 6 months from the date of joining. The probation period may be further extended at the sole discretion of the Company.
6. **Confirmation** : Upon completion of the probation period, a written letter of confirmation will be provided to mark the confirmation.
7. **Service Contract** : During the period of probation, this employment can be terminated summarily by either party, without the need to give any notice or pay salary in lieu thereof. After confirmation, either party shall give two months' notice in writing to the other or pay salary in lieu thereof. The Company reserves the right not to accept salary in lieu of notice and to waive off the notice period. However, the requirement of two months' notice from the Company shall not arise in case, the employee:
  - a) Indulges in any activity involving moral turpitude **OR**
  - b) Unauthorized absence from the place of work for 7 (Seven) working days **OR**
  - c) Commits any act of fraud or dishonesty in connection with the Company's business or property **OR**

REGISTRAR



# GLENCORE

INFORMATION SERVICES PVT. LTD.

- d) For any other act of omission or commission not specifically provided for, but which are acts subversive to decency, discipline and morality according to normal human conduct or behavior or are against the established practices of discipline in the Company.
8. **Transferability:** The subject offer is for posting at the Company's office at Chennai. At the discretion of the Company, the employee may be posted or transferred / attached to any other company of **GLENCORE** or to any of the offices / subsidiaries / units / associate offices of the Company located at any town or city in India or abroad.
9. **Office Timings:** This role requires you to work in shifts as per company guidelines.
10. **Retirement:** The retirement age for this employment is 58 (fifty eight) years or as provided by Statutory requirements.
11. **Other Employments:** The employee shall not take up any employment with any other person, firm, company or organization, directly or indirectly, either with or without any remuneration. Also, the contract prohibits the employee from any engagement or direct interest in any other trade or business, either as an employer or an employee or as a partner or an advisor or in any other capacity.
12. **Conflict of Interest:** The employee shall not engage in any endeavor or activity, which conflicts with the interests and business of the Company.
13. **Secrecy:** This employment contract prohibits the employee from any disclosure or divulgence to any person, firm or company, during and after the tenure of this contract:
- (a) Any information relating to the affairs of the Company or process / production technology or any secrets of the Company **OR**
  - (b) Any special and / or secret knowledge or systems and processes developed by the Company or its associates **OR**
  - (c) Any intellectual property rights that shall vest with the Company during the course of employment. The contract prohibits the employee from acquisition of, patent rights in connection with the employment without the written consent of the Company.
14. This offer of appointment is issued based on the information furnished by the employee for the purposes of employment. If a situation arises in the future, where it is established that any of the information is materially incorrect or there was any concealment and / or suppression of any material information, then, the Company's rights shall include, but not limited to:
- (a) Termination of this contract of employment without assigning any reason and / OR without any notice and / OR any compensation whatsoever, and
  - (b) Taking any legal action as it deems appropriate.
15. The employee shall serve the Company and its interests at the best of his/her skills and ability and provide full attention to its business thereof.

  
REGISTRAR  


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16. The employee shall functionally and administratively report to such officers (supervisors) as directed by the Company. The employee shall carry out his/her roles and responsibilities under the orders, instructions and directions of such supervisors.
17. The employee shall report for duty on or before the date mentioned in point 4 above. In the event of failure to do so, this offer of appointment shall lapse immediately.
18. The employee shall maintain strict confidentiality regarding his/her salary and other terms of employment. The employee shall neither provide such information to other co-workers nor solicit such information from other co-workers, either directly or indirectly. Violation of this code of confidentiality is viewed very seriously by the Company.
19. The above terms and conditions are subject to changes from time to time and based on Business and other exigencies. In case of any issues related to the same arise and are not in consonance with the statutory requirements, the statutory laws applicable shall take precedence.
20. All and any disputes arising out of this offer of appointment or related to any part thereof shall be subject to Arbitration as provided under the THE ARBITRATION AND CONCILIATION ACT, 1996 by a Sole Arbitrator to be appointed by the Company. The venue and the Jurisdiction for the arbitration shall be Chennai.

If the above terms and conditions of the appointment are acceptable, please sign the enclosed duplicate copy of this appointment order. Returning the signed copy of the offer is the equivalent of you having received, understood and accepted the offer.

We welcome you to our organization and look forward to a long and mutually-rewarding association.

Thanking you.

Yours truly,



**K C Rajesh**  
**General Manager – IT**

---

  
REGISTRAR  


# GLENCORE

INFORMATION SERVICES PVT. LTD.

## ANNEXURE

Forming part of the Appointment Letter No 002 dated 17-02-2022 issued to Mr.Ankit Raj

Glencore Information Services Pvt Ltd - ACTC		
Particulars	INR	
	Monthly Salary	Annual Salary
Basic Salary	25,000	300,000
House Rent Allowance	12,500	150,000
Conveyance Allowance	1,600	19,200
Food Allowance	3,000	36,000
Other Allowance	16,200	194,400
<b>Gross Salary</b>	<b>58,300</b>	<b>699,600</b>
Employer Contribution to PF	3,000	36,000
Gratuity Provisions *	1,203	14,436
<b>ACTC</b>	<b>62,503.00</b>	<b>750,036</b>
Annual Bonus **		39,476
<b>Annual Total Compensation</b>		<b>789,512</b>

### Other Benefits:

- The Company will contribute 12% of your basic pay towards Employees Provident Fund (as shown above)
- \*You will be eligible for Gratuity under the Payment of Gratuity Act, 1972 as applicable
- \*\* Annual Bonus included in ACTC is an indicative figure calculated at 5% of your Annual compensation and at 100% payout. The actual bonus will vary depending on individual and company's performance. Bonus payout will be paid pro-rated for the time served in a calendar year. Only those employees who are on GISPL payroll on the date of bonus payout are eligible for bonus. In exceptional cases, Company may at its discretion decide to pay a pro-rated bonus in the event of employee leaving the organization during the calendar year.
- You will be entitled to leave and other benefits as per Company's rules which are subject to change from time to time after due notice.

Thanking you,

Yours truly,

  
**K C Rajesh**  
General Manager – IT



# GLENCORE


INFORMATION SERVICES PVT. LTD.

## DECLARATION

I have carefully read and understood the above terms and conditions of appointment and the same are acceptable to me. Joining date will be: 14<sup>th</sup> March, 2022

**NAME** : Ankit Raj

**SIGNATURE** :

*Ankit Raj*  
REGISTRAR  


# GLENCORE

INFORMATION SERVICES PVT. LTD.

REF: GISPL\PER\REC\003V2022

February 17, 2022

**Ms. Vaishini Sharon V**  
#87, Richards Mansion,  
Melkrishnapura, KGF,  
Karnataka-563120.

Dear Ms. Vaishini Sharon,

## SUB: OFFER OF APPOINTMENT

-----

We have great pleasure in offering you an employment in our Company. Please find the terms and conditions of the offer of appointment below. In the following sections, 'the Company' refers to **Glencore Information Services Pvt. Ltd.** and its management; and 'employee' refers to Ms. Vaishini Sharon

### TERMS AND CONDITIONS OF APPOINTMENT

1. **Designation** : Data Analyst
2. **Place of Posting** : Presently at Chennai.
3. **Salary** : Mentioned in the Annexure attached to this Offer letter.
4. **Date of Joining** : 14<sup>th</sup> March, 2022
5. **Probation Period** : The probation period will be for 6 months from the date of joining. The probation period may be further extended at the sole discretion of the Company.
6. **Confirmation** : Upon completion of the probation period, a written letter of confirmation will be provided to mark the confirmation.
7. **Service Contract** : During the period of probation, this employment can be terminated summarily by either party, without the need to give any notice or pay salary in lieu thereof. After confirmation, either party shall give two months' notice in writing to the other or pay salary in lieu thereof. The Company reserves the right not to accept salary in lieu of notice and to waive off the notice period. However, the requirement of two months' notice from the Company shall not arise in case, the employee:
  - a) Indulges in any activity involving moral turpitude **OR**
  - b) Unauthorized absence from the place of work for 7 (Seven) working days **OR**
  - c) Commits any act of fraud or dishonesty in connection with the Company's business or property **OR**

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INFORMATION SERVICES PVT. LTD.

- d) For any other act of omission or commission not specifically provided for, but which are acts subversive to decency, discipline and morality according to normal human conduct or behavior or are against the established practices of discipline in the Company.
8. **Transferability:** The subject offer is for posting at the Company's office at Chennai. At the discretion of the Company, the employee may be posted or transferred / attached to any other company of **GLENCORE** or to any of the offices / subsidiaries / units / associate offices of the Company located at any town or city in India or abroad.
9. **Office Timings:** This role requires you to work in shifts as per company guidelines.
10. **Retirement:** The retirement age for this employment is 58 (fifty eight) years or as provided by Statutory requirements.
11. **Other Employments:** The employee shall not take up any employment with any other person, firm, company or organization, directly or indirectly, either with or without any remuneration. Also, the contract prohibits the employee from any engagement or direct interest in any other trade or business, either as an employer or an employee or as a partner or an advisor or in any other capacity.
12. **Conflict of Interest:** The employee shall not engage in any endeavor or activity, which conflicts with the interests and business of the Company.
13. **Secrecy:** This employment contract prohibits the employee from any disclosure or divulgence to any person, firm or company, during and after the tenure of this contract:
- (a) Any information relating to the affairs of the Company or process / production technology or any secrets of the Company **OR**
  - (b) Any special and / or secret knowledge or systems and processes developed by the Company or its associates **OR**
  - (c) Any intellectual property rights that shall vest with the Company during the course of employment. The contract prohibits the employee from acquisition of, patent rights in connection with the employment without the written consent of the Company.
14. This offer of appointment is issued based on the information furnished by the employee for the purposes of employment. If a situation arises in the future, where it is established that any of the information is materially incorrect or there was any concealment and / or suppression of any material information, then, the Company's rights shall include, but not limited to:
- (a) Termination of this contract of employment without assigning any reason and / OR without any notice and / OR any compensation whatsoever, and
  - (b) Taking any legal action as it deems appropriate.
15. The employee shall serve the Company and its interests at the best of his/her skills and ability and provide full attention to its business thereof.

# GLENCORE

INFORMATION SERVICES PVT. LTD.

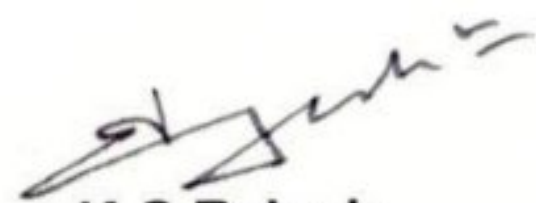
16. The employee shall functionally and administratively report to such officers (supervisors) as directed by the Company. The employee shall carry out his/her roles and responsibilities under the orders, instructions and directions of such supervisors.
17. The employee shall report for duty on or before the date mentioned in point 4 above. In the event of failure to do so, this offer of appointment shall lapse immediately.
18. The employee shall maintain strict confidentiality regarding his/her salary and other terms of employment. The employee shall neither provide such information to other co-workers nor solicit such information from other co-workers, either directly or indirectly. Violation of this code of confidentiality is viewed very seriously by the Company.
19. The above terms and conditions are subject to changes from time to time and based on Business and other exigencies. In case of any issues related to the same arise and are not in consonance with the statutory requirements, the statutory laws applicable shall take precedence.
20. All and any disputes arising out of this offer of appointment or related to any part thereof shall be subject to Arbitration as provided under the THE ARBITRATION AND CONCILIATION ACT, 1996 by a Sole Arbitrator to be appointed by the Company. The venue and the Jurisdiction for the arbitration shall be Chennai.

If the above terms and conditions of the appointment are acceptable, please sign the enclosed duplicate copy of this appointment order. Returning the signed copy of the offer is the equivalent of you having received, understood and accepted the offer.

We welcome you to our organization and look forward to a long and mutually-rewarding association.

Thanking you.

Yours truly,



**K C Rajesh**  
**General Manager – IT**

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**GLENCORE**  
INFORMATION SERVICES PVT. LTD.

**ANNEXURE**

Forming part of the Appointment Letter No 003 dated 17-02-2022 issued to Ms. Vaishini Sharon

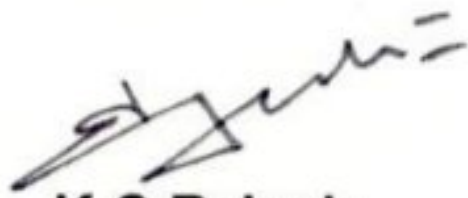
Glencore Information Services Pvt Ltd - ACTC		
Particulars	INR	
	Monthly Salary	Annual Salary
Basic Salary	25,000	300,000
House Rent Allowance	12,500	150,000
Conveyance Allowance	1,600	19,200
Food Allowance	3,000	36,000
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<b>Gross Salary</b>	<b>58,300</b>	<b>699,600</b>
Employer Contribution to PF	3,000	36,000
Gratuity Provisions *	1,203	14,436
<b>ACTC</b>	<b>62,503.00</b>	<b>750,036</b>
Annual Bonus **		39,476
<b>Annual Total Compensation</b>		<b>789,512</b>

**Other Benefits:**

- (a) The Company will contribute 12% of your basic pay towards Employees Provident Fund (as shown above)
- (b) \*You will be eligible for Gratuity under the Payment of Gratuity Act, 1972 as applicable
- (c) \*\* Annual Bonus included in ACTC is an indicative figure calculated at 5% of your Annual compensation and at 100% payout. The actual bonus will vary depending on individual and company's performance. Bonus payout will be paid pro-rated for the time served in a calendar year. Only those employees who are on GISPL payroll on the date of bonus payout are eligible for bonus. In exceptional cases, Company may at its discretion decide to pay a pro-rated bonus in the event of employee leaving the organization during the calendar year.
- (d) You will be entitled to leave and other benefits as per Company's rules which are subject to change from time to time after due notice.

Thanking you,

Yours truly,



**K C Rajesh**  
General Manager – IT

# GLENCORE

INFORMATION SERVICES PVT. LTD.

## DECLARATION

I have carefully read and understood the above terms and conditions of appointment and the same are acceptable to me. Joining date will be : 14<sup>th</sup> March,2022

**NAME** : Vaishini Sharon V

**SIGNATURE** : 

Date: 21<sup>st</sup> Dec 2021

## LETTER OF OFFER

Dear MADIHA NISHATH P,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

### **Broad Terms and Conditions:**

1. You will be required to report virtually by logging into the meeting link sent to you on **3<sup>rd</sup> January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.
2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.
1. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.
2. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com





3. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this L/O, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
4. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.
5. Please be aware that this letter of offer does not constitute a guarantee or contract of employment.
6. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.
7. You are required to provide full attention and complete your internship program successfully.
8. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.
9. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
- 10. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the Internship program.**
11. CSS Corp reserves the right to withdraw the admission at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

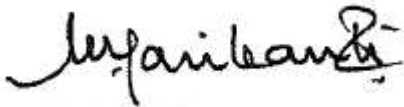


12. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.
13. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

**Welcome to CSS Corp Private Limited**

**For CSS Corp Private Limited**

A handwritten signature in black ink, appearing to read "P R Manikantan", written in a cursive style.

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

I, \_\_\_\_\_, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

4. I understand that the duration of the internship program shall be three (3) months. The internship program would be held virtually (online mode).



5. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.

6. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com

  
REGISTRAR  
A circular blue stamp with the text "PRESIDENCY UNIVERSITY" around the top edge and "BANGALORE" around the bottom edge. In the center, the word "Registrar" is written in a stylized font.



result declared by CSS Corp. As a logical corollary, I will not be considered for absorption/ employment by with CSS Corp.

8. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp.

9. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

10. I understand that CSS Corp may at its sole and absolute discretion offer me a position as an "Employee" in CSS Corp on successful completion of my Internship Program on a pay scale of an **annual CTC of INR 3.2 Lacs per annum or as CSS Corp may determine at that point of time.**

11. I understand on joining CSS Corp as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with CSS Corp.

12. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

14. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name:

Signature of the Candidate

Date:



## **Annexure Curriculum Outline**

### **Networking – Curriculum Outline (Common)**

- TCP/IP Protocol Suite, Deep Dive – Protocol /Packet Level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, IPv4, IPv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

### **Troubleshooting:**

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet / session
- Log collection, analysis & interpretation
- Debugging of log files
- Using TCP/IP utilities

### **Cyber Security - Enterprise Next Gen Firewall**

- State full & Stateless Firewall & Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
- SSL / TSL - Transport Layer Security
- Firewall Clustering - Active -Active, Active-Passive
- AAA protocols

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com







## Definition of Terms

**Virtual Internship:** Candidates can pursue internship from their current location remotely and is not required to report the CSS Corp offices in Chennai or Hyderabad during this period.

**Cloud Labs:** Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp.

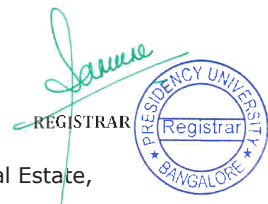
**Performance Evaluation Criteria:**

- Attendance to be maintained => 90%
- Mid & Final Assessment Scores to be maintained =>70%

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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**Undertaking**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to  
undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this  
internship program and will seek for a long-term career with your esteemed organization if I am offered  
employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent



Date: 21<sup>st</sup> Dec 2021

## LETTER OF OFFER

Dear J YASHAS CHAKRAVARTHY,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

### **Broad Terms and Conditions:**

1. You will be required to report virtually by logging into the meeting link sent to you on **3<sup>rd</sup> January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.
2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.
1. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.
2. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com





3. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this L/O, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
4. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.
5. Please be aware that this letter of offer does not constitute a guarantee or contract of employment.
6. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.
7. You are required to provide full attention and complete your internship program successfully.
8. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.
9. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
- 10. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the Internship program.**
11. CSS Corp reserves the right to withdraw the admission at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

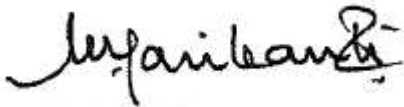


12. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.
13. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

**Welcome to CSS Corp Private Limited**

**For CSS Corp Private Limited**

A handwritten signature in black ink, appearing to read "P R Manikantan", written in a cursive style.

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

I, \_\_\_\_\_, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

4. I understand that the duration of the internship program shall be three (3) months. The internship program would be held virtually (online mode).



5. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.

6. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the

**CSS Corp Private Limited**

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REGISTRAR  
The seal is circular with a blue border. Inside the border, the text "PRESIDENCY UNIVERSITY" is written at the top and "BANGALORE" at the bottom. In the center, the word "Registrar" is written in a stylized font.



result declared by CSS Corp. As a logical corollary, I will not be considered for absorption/ employment by with CSS Corp.

8. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp.

9. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

10. I understand that CSS Corp may at its sole and absolute discretion offer me a position as an "Employee" in CSS Corp on successful completion of my Internship Program on a pay scale of an **annual CTC of INR 3.2 Lacs per annum or as CSS Corp may determine at that point of time.**

11. I understand on joining CSS Corp as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with CSS Corp.

12. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

14. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name:

Signature of the Candidate

Date:



## **Annexure Curriculum Outline**

### **Networking – Curriculum Outline (Common)**

- TCP/IP Protocol Suite, Deep Dive – Protocol /Packet Level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, IPv4, IPv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

### **Troubleshooting:**

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet / session
- Log collection, analysis & interpretation
- Debugging of log files
- Using TCP/IP utilities

### **Cyber Security - Enterprise Next Gen Firewall**

- State full & Stateless Firewall & Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
- SSL / TSL - Transport Layer Security
- Firewall Clustering - Active -Active, Active-Passive
- AAA protocols

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## Definition of Terms

**Virtual Internship:** Candidates can pursue internship from their current location remotely and is not required to report the CSS Corp offices in Chennai or Hyderabad during this period.

**Cloud Labs:** Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp.

**Performance Evaluation Criteria:**

- Attendance to be maintained => 90%
- Mid & Final Assessment Scores to be maintained =>70%

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**Undertaking**

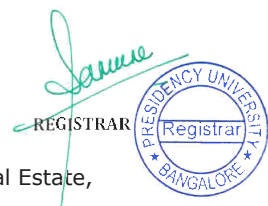
I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to  
undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this  
internship program and will seek for a long-term career with your esteemed organization if I am offered  
employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent

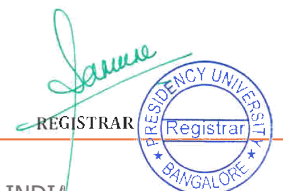




You Are Awesome!

Offer Letter

## Six Dee Telecom Solutions



**DINAKAR GP**  
**8722401045**

**3/2/2022**

**201911100004@presidencyuniversity.in**

**Dear DINAKAR GP,**

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

The following will list your relevant details about your general responsibilities.

### **Duties**

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

  
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## COMMENCEMENT DATE

If you accept this offer of employment, we will keep you informed about your date of joining.

Please contact on your joining date.

## REMUNERATION AND DESIGNATION

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, as **Implementation Engineer**.

During your initial 6 months of training/probation period, your total cost to company will be **INR 270000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 500000 per annum**. Details of the salary structure are given in the annexure attached.

## PLACE OF WORK:

Your work location will be **Bangalore** office. The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

We will be Working From Home until further notice, based on the current situation.



## BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

## PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

  
REGISTRAR  


The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

## **BENEFITS**

### **A. ANNUAL LEAVES**

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:

- 1 – Illness with fever
- 2 – University Convocation
- 3 – University Exams
- 4 – Marriage/ Death (god forbid) in immediate family
- 5 – Passport related

After probation, you are entitled for 21 leaves in a year (1<sup>st</sup> April to 31<sup>st</sup> March).

### **B. General Mediclaim:**

You will be eligible for General Mediclaim Policy starting from the date of joining.

## **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

## **NON-COMPETE AND NON-SOLICITATION**

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

  
REGISTRAR  


- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

## SEPARATION:

### A. Termination

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

### B. Retirement:

Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

### C. Notice Period

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees is of 3 months. Notice period in probation period will be 1 month. However, when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. The Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the Company.

### D. Absconding

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

### E. Statement of Facts:

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 your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In

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PRESIDENCY UNIVERSITY  
BANGALORE

case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

## GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

## CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

## INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

## BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

## PERFORMANCE MANAGEMENT AND SALARY REVISION

Based on your date of joining, your appraisal cycle will be decided (either April or October). Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

## INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

  
REGISTRAR  




You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

## AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Once you join us, you will abide by all the policies & procedures of the Company.

**You should retain a copy of this letter for your own records and sign and return one copy to the Company.**

We look forward to you joining us.

Kind regards,  
Yours sincerely,



**Dipti Yadav**  
Manager - Human Resources  
For and on behalf of  
**Six Dee Telecom Solutions Private Limited**



## DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

**Six Dee Telecom Solutions Private Limited** have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**(DINAKAR GP)**

  
REGISTRAR  
  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

17<sup>th</sup> Feb 2022

Ref: iOPEX/RRF4944.CAN20645/10618

## APPOINTMENT LETTER

KADHAR MEERAN A

#22, 3rd Cross, Kalappa Block, ,Ramachandrapura, Bangalore North, Srirampuram,  
Bangalore,Karnataka,560021.

Dear KADHAR MEERAN A,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

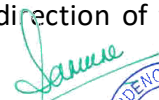

### 1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before February 17, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the

  
REGISTRAR 

management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

### **3. Health Insurance Plan – ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

  
REGISTRAR 

## 8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

  
REGISTRAR 

## 11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

1.1. You shall be provided training to enable Your performance on Your job.

1.2. During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluation process.

1.3. After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

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

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

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

  
REGISTRAR 

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

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

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A – Compensation Details  
Annexure B – Terms & Conditions  
Annexure C – Documents to be submitted at the time of joining



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PRESIDENCY UNIVERSITY  
BANGALORE

## Annexure A: Compensation Details (Salary & applicable benefits)

Name:

### a) Remuneration

<b>Division &amp; Sub Division : ETAS</b>			
<b>Designation: Trainee - Engineer</b>			<b>Grade: E1</b>
	<b>Salary Heads</b>	<b>Per Month</b>	<b>Per Annum</b>
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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### c) Variable Components

**Night Shift Allowance:** This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus:** Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

### d) Applicable tax would be borne by the employee.

---

#### Note –

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.

### Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

  
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5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of IOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee

  
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or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

  
REGISTRAR 

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



15<sup>th</sup> Feb 2022

Ref: iOPEX/RRF4876.CAN20582/10605

## APPOINTMENT LETTER

Kruthik Balaji V P  
#28/1, 1st phase, Jp nagar,  
Bangalore, Karnataka, 560078.

Dear Kruthik Balaji V P,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before February 15, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

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

  
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### **3. Health Insurance Plan - ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.



## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

## 11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

1.1. You shall be provided training to enable Your performance on Your job.

1.2. During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluation process.



1.3. After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

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

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

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

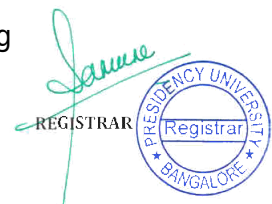
We welcome you to the IOPEX family and wish you a rewarding career over the years to come.

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining





## Annexure A: Compensation Details (Salary & applicable benefits)


Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
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### **c) Variable Components**

**Night Shift Allowance:** This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus:** Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

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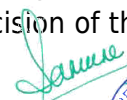

### **Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.



## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iope.com](http://myportal.iope.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
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12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
REGISTRAR 

15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

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On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.


You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

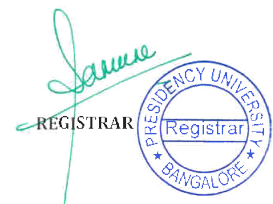
Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
  - d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"



# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

MUKUND H  
Presidency University,  
Bangalore.

Dear Mukund,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year(one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 21,500/Month (includes TA+HRA+PF+ESI). You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

Termination:

- a) Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.
- b) Your services are liable to be terminated, if you are medically unfit to carry out your duties.
- c) The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
- d) You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.

Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you. We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association. We wish you all the best in your career.



# SPR

## Human Capital Solutions

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**NOTE : THIS OFFER LETTER IS VALID IF YOU QUALIFIED IN MEDICAL TEST ONLY**

If you have any questions, please do not hesitate to call.

Please mail or fax your signed copy to the attention of Human Resources at the address on the offer letter.

*Mahalaxmi*



Yours sincerely

S.MAHALAXMI

Human Resources

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:

Signature

Date

---

Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258  
Visit: [www.sprhumancapitalsolutions.com](http://www.sprhumancapitalsolutions.com), Email: [hr@sprhumancapitalsolutions.com](mailto:hr@sprhumancapitalsolutions.com)





15<sup>th</sup> Feb 2022

Ref: iOPEX/RRF4944.CAN20583/10606

## APPOINTMENT LETTER

Sumith J Jadhav

No: 52 Gopallappa layout, near ayyappa temple,hebbal kemapapura,  
Bangalore,Karnataka,560024.

Dear Sumith J Jadhav,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1**.

Your Total CTC Salary will be **300,000/- per annum [Rupees three lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall be governed by the Terms and conditions of Employment, as amended from time to time.

### 1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before February 15, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you in writing by the Company.

### 2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/ department(s) or office(s), 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.

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

  
REGISTRAR  


### **3. Health Insurance Plan - ESIC Scheme:**

You will be eligible for coverage under ESIC Scheme. As per Section 56 (1) of ESI Act, 1948, you and members of your family whose condition requires medical treatment and attendance shall be entitled to receive medical benefit.

### **4. Group Life Insurance & Personnel Accident Coverage Scheme:**

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 2,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 1,00,000 towards an accidental death.

### **5. Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

### **6. Working Hours**

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

### **7. Leave**

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

### **8. Increments & Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.



## 9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. It is mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

## 10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

## 11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

1.1. You shall be provided training to enable Your performance on Your job.

1.2. During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluation process.



1.3. After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

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

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

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Company or (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified under Annexure D at the time of joining.

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

Yours sincerely,



Sumitra CV  
Director - HRA

**Encl:** Annexure A - Compensation Details  
Annexure B - Terms & Conditions  
Annexure C - Documents to be submitted at the time of joining



## Annexure A: Compensation Details (Salary & applicable benefits)


Name:

### a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
<b>Fixed Pay</b>			
	Basic	8,750	105,000
	HRA	3,500	42,000
	Statutory Bonus	1,400	16,800
	Special Allowances	1,611	19,332
	<b>Total Fixed Pay</b>	<b>15,261</b>	<b>183132</b>
<b>Variable Pay</b>			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	<b>Total Variable Pay</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contributions</b>			
	Provident Fund	1,243	14,916
	ESI(Employer's contribution)	496	5,952
	<b>Sub-Total</b>	<b>1,739</b>	<b>20,868</b>
	<b>TOTAL CTC</b>	<b>25,000</b>	<b>300,000</b>
	<b>Net Pay</b>	<b>21,904</b>	<b>262,843</b>

### b) Retirals

- You will participate in the company Provident Fund Scheme as applicable to your category of employees.
- You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

  
REGISTRAR  


### **c) Variable Components**

**Night Shift Allowance:** This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. of the next day. Night shift is earned at actuals for days worked on the night shift

**Attendance Bonus:** Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

**d) Applicable tax would be borne by the employee.**

---

### **Note -**

- i. It is expected that individual compensation package would not be shared with other employees.
- ii. The above compensation structure is subject to change without affecting emoluments adversely.



## Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.
2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.
3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with us or up to a period of two (02) years from the date of your separation from iOPEX, without the prior written permission of iOPEX
4. You will be required to declare any direct relatives who may be working with iOPEX or any of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any of your direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.
5. You shall not download any unauthorized information, documents, graphics, etc, that you may gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.
6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving
7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of the HR department.
8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal [myportal.iopeX.com](http://myportal.iopeX.com). In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.
9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the company will be final.

  
REGISTRAR 

10. You shall communicate any change with regard to your expected date of joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non-resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefit of a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company or clients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit or hire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment, either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employed with any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

  
REGISTRAR 



15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; You agree that the Company shall be entitled to initiate legal proceedings against You and claim damages for the loss incurred by the Company, including but not limited to, cost of litigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

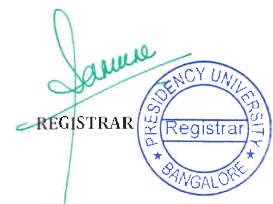
Signature

  
REGISTRAR 

**Its mandate to submit the below mentioned documents at the time of your joining**

1. Three passport size photographs and two stamp size photographs
2. Educational Certificates (photo copy for submission)
  - a) 10th Mark Sheet
  - b) 12th Mark Sheet
  - c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
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3. Last three month's pay slip
4. Relieving letter/Service certificate from the last three employer's as per applicability.
5. Identity Proof:(Kindly provide all the below mentioned documents)
  - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).
  - Aadhar Card
  - Voters Identity Card
  - Driving License
  - Bank Pass Book with attested customer photograph
6. Address Proof(Kindly provide all the below mentioned documents)
  - Valid Indian Passport
  - Aadhar Card
  - Voters Identity Card
  - Telephone bill
  - Ration card
  - Electricity bill
7. PF Account No with the last employer as per applicability
8. If Applicable Under ESI: One Post Card Size photo with nominee.
9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

**Note:** "Kindly bring the Original certificates for validation at the time of joining"





## PrimeSoft IP Solutions Private Limited

Ph: 91-40- 68351200  
email: [info@primesoft.net](mailto:info@primesoft.net)  
[www.primesoft.net](http://www.primesoft.net)

6th Floor, B Block, Qcity, Nanakramguda,  
Serilingampally, Hyderabad- 500 032.  
CIN:U72211AP2006PTC050122

February 16, 2022

### Venkata Narayana Pokala

E-mail: [venkatanarayanapokala8@gmail.com](mailto:venkatanarayanapokala8@gmail.com)

Mobile Number: +916304410247

Dear Venkata Narayana,

We are pleased to offer you an appointment in our organization as **Associate Engineer** operating out of our **Bengaluru** centre. Your "**Annual Compensation**" is attached herewith as in Annexure-A.

Your employment with us will be governed by terms and conditions referred to in Annexure-B.

You are required to join us on or before **Wednesday, February 16, 2022**. The offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

On the day of your joining, you are requested to report to the HR Manager, at 9.30 am to complete the joining formalities at our **Bengaluru** office our (# 20, Brigade RUBIX, HMT Watch Factory Road, Stage 1, Peenya, Bengaluru)..At the time of joining, you are requested to submit the copies of the documents as per Annexure-C.

We welcome you to our team and look forward to a long and mutually beneficial association.

For PrimeSoft IP Solutions Pvt. Ltd.

Akshaya Shetty  
Senior HR Manager

CC: Prabhaker Ramakrishnan, President  
C. Ganesan, Director

### Acceptance

I hereby accept the position and terms and conditions of employment offered and agree to execute the Employment and Confidentiality Agreement and other requisite documents for my employment with you. I will be joining on \_\_\_\_\_.

Signed: \_\_\_\_\_  
Name

Date: \_\_\_\_\_





## PrimeSoft IP Solutions Private Limited

Ph: 91-40- 68351200  
email: [info@primesoft.net](mailto:info@primesoft.net)  
[www.primesoft.net](http://www.primesoft.net)

6th Floor, B Block, Qcity, Nanakramguda,  
Serilingampally, Hyderabad- 500 032.  
CIN:U72211AP2006PTC050122

### Annexure-A

**Name of the Employee: Venkata Narayana**

<b>SALARY HEAD</b>	<b>RUPEES</b>
Basic Pay	1,20,000
HRA/CLA	60,000
Provident Fund	21,600
Special Allowance	98,400
<b>CTC</b>	<b>3,00,000</b>

**In addition to your annual CTC you will be eligible for the following additional benefits which will be governed by the company policy:**

1. Medical insurance coverage for Rs. 2, 00,000/- and Personal Accident coverage of Rs.10, 00,000/-
2. Group Term Life Insurance coverage of five times the CTC
3. Gratuity payment as per law

### TAXATION

Your emoluments will be subject to income tax as per the provisions of Income Tax Act, 1961 and the Company shall deduct tax at source at the applicable rates prior to making any payments to you.

### CONFIDENTIALITY

We expect you to maintain and honor at all times organization's policy of strictest confidentiality on the details of remuneration that you receive. Any violation of this policy could be reasonable grounds for termination with cause.

All benefits are as per company policy and are subject to change from time to time.





## PrimeSoft IP Solutions Private Limited

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email: [info@primesoft.net](mailto:info@primesoft.net)  
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6th Floor, B Block, Qcity, Nanakramguda,  
Serilingampally, Hyderabad- 500 032.  
CIN:U72211AP2006PTC050122

### ANNEXURE – B

#### 1. Employment Agreement

##### (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 in 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, security procedures, trade secrets, know-how, or inventions of the company or its Affiliate, or any client, agent, contractor or vendor. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

##### (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.

During the tenure of your employment you will not send in your application for employment to clients of PrimeSoft organizations world over. This clause is applicable up to two year of you leaving the employment with the Company.

#### 2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / 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. Probation

You will be on probation for a period of 6 months from the date of joining. On completion of the probation, based upon your performance, management reserves the right to either extend your probation period or make your employment permanent with the company. During the period of probation, if your performance is not found satisfactory, notwithstanding any other clause, your employment may be terminated by the Company at any point of time without any prior notice.

If you resign during your probation period you need to give two month clear notice in writing or pay an amount equal to your 2 (two) month's Gross Salary in lieu of notice ; wherein management reserves the exclusive right to accept either your notice period or 2 (two) month's Gross Salary in lieu of notice.

On confirmation, your Employment may be terminated at any point of time by the Company by giving 1 (One) month notice or the salary in lieu of the notice. In case you resign, you need to give 3(three) months clear notice in writing. In the event of your resignation, the option to accept an amount equal to your 3(three) months' Gross Salary in lieu of notice rests exclusively on the Company. Notice period amount, if applicable, will become payable only when you complete all Exit formalities within seven calendar days from the last working day.





## PrimeSoft IP Solutions Private Limited

Ph: 91-40- 68351200  
email: [info@primesoft.net](mailto:info@primesoft.net)  
[www.primesoft.net](http://www.primesoft.net)

6th Floor, B Block, Qcity, Nanakramguda,  
Serilingampally, Hyderabad- 500 032.  
CIN:U72211AP2006PTC050122

### 4. Termination of Employment

Reference checks will be made from your previous employer(s), your place(s) of residence, Institute(s) where you studied and any other verification that may be deemed necessary. 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 employment forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

The other clauses regarding termination of employment as provided in the service regulations of the Company and also as per the Company's policies as amended from time to time and updated in the employee e-handbook shall apply.

You will not indulge in such acts that disrupt damage or interfere with the operation or business of the company. You will not recruit the company's employees for yourself or other organizations during your employment and up to two years after leaving the services of the company.

### 5. Statement of Facts

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.

### 6. Company Policies

All Company Policies (including access to office premises, mails, computer facilities, email and others) are available on the Company's Intranet. You are advised and instructed to go through these policies and strictly adhere to them.

### 7. Restraints

#### **Access to Information**

Information is available on need to know basis for specified teams.

#### **Authorization**

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

#### **Smoking**

The entire office premise including conference rooms, lobbies, is declared a No-Smoking Zone.

#### **Passwords**

Access to our network, development environment and mail system 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, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.





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CIN:U72211AP2006PTC050122

### Security

Security is an important aspect of our communication and office infrastructure. We have appropriate security personnel deployed in all areas who take care of the security. Security Cards must be worn at all times with no exceptions allowed

If there is a need to take some of the equipments/infrastructure out of the office premises for any reason, gate passes shall be obtained from the security staff after the authorization from the immediate supervisor.

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.

### 8. Overseas Service Agreement

As the Company will be spending substantial amount of time and money for your deputation /secondment abroad, you will be required to sign a deputation agreement with the Company. 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 i.e. A minimum period of 12 months after coming back to the India unless and until specified otherwise.

### 9. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trade marks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

### 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 the courts in Secunderabad only.

### 11. Retirement

You shall automatically retire from the services of the Company at the age of 58 years and for the purpose of determining this, the age recorded with the Company shall be considered as final and conclusive.

### 12. General

The above terms and conditions including those in Annexure - A (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, 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 employee handbook and other documentation provided to you, or during hours expressly designated for you in writing. You shall provide details regarding the utilization of your time by entering the same into appropriate time sheets on a daily basis.

  
REGISTRAR  
Registrar  
BANGALORE



## PrimeSoft IP Solutions Private Limited

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CIN:U72211AP2006PTC050122

**14.** 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 the company to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter.

**15.** This offer is being made subject to satisfactory completion of a pre-employment medical examination done by an authorized medical practitioner identified by the company. The pre-employment medical test has to be completed by the employee within one week from the date of joining. All medical information obtained as part of this process is confidential and shall remain the property of the company.

**16.** Whenever you are sent on overseas assignment, it is deemed that you are agreeable for the Company's overseas travel/engagement policy and agree to abide by the rules applicable Company's employee who is provided with such opportunity.

---

"The hard copy of the company's conduct and service regulations which are already available on the intranet of the company have been furnished to me and the said rules have been read and understood by me. I have accepted the offer of the company and I agree to abide by the terms and conditions of this offer letter mentioned in Annexure-B and the company's policies as amended from time to time."

**Name in Full:**

**Signature:**

**Address:**

**Date:**

**Place:**

PrimeSoft







## PrimeSoft IP Solutions Private Limited

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CIN:U72211AP2006PTC050122

### ANNEXURE - C

At the time of joining, you are requested to bring the following documents in original, along with a copy of each.

a) Certificates supporting your educational qualifications along with mark sheets

Xth Certificate  
XIIth Certificate  
Degree Certificate  
Master's Certificate  
Any other Certificates

b) Latest Salary Slip / Salary Certificate

c) Relieving Letter from your present organization

d) Service Certificate / proof of Employment from the present and all previous Employers

e) Seven passport-sized color photographs

f) Please submit copy of the valid Passport. In case if you did not apply, please submit the proof of Passport Office submission ticket.

g) 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.

h). Aadhaar copy

  
REGISTRAR  


**Offer Letter**

**December 15, 2021**

**Saddapalli Mohammed Maase**

Dear Saddapalli Mohammed Maase

We are pleased to offer you an employment as “**Graduate Associate**” at **Grade G1**. On behalf of the Company, I welcome you and wish you a long-term enriching career with us.

You will be given a detailed letter of employment after you joining us. Your gross salary will be **Rs. 500,000/- (Rupees Five Lakhs only)** per annum on cost to company basis. The detailed break up is given in Appendix – I

Please refer Appendix – II for the checklist of documents that you have to bring on the day of joining.

I hope you will find CrimsonLogic India Pvt. Ltd to be an exciting and challenging place to work. Please feel free to contact me with any questions you may have regarding your appointment.

Please return a copy of this letter signed in confirmation of your acceptance of this Offer.

Yours sincerely,

**FOR CRIMSONLOGIC INDIA PVT LTD**

*Sunitha Rao M*

**Sunitha Rao M**  
**Senior Manager Human Resource**

I hereby accept the offer and will be joining by \_\_\_\_\_

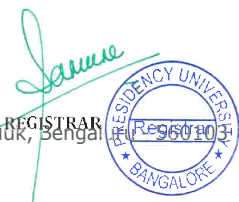
Signature:

Name:

Date:

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru  
Tel: +91 80 6770 9500  
Headquarters: 31, The Crimson, Science Park Road, Singapore I I76I I Tel (65) 6887 7888 Fax (65) 6778 5277  
Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)  
(CIN: U72200KA2001PTC028649)



**Appendix: I**

<b>Salary Per annum</b>	500,000.00
<b>Monthly Salary</b>	41,667.00
<b>Basic</b>	12,500.00
<b>House Rent Allowance</b>	5,000.00
<b>Co's Contri to PF</b>	1,500.00
<b>FBP</b>	
<b>There are quite a few options where you can save your tax and will be explained to you once you join us</b>	
<b>Personal Pay</b>	22,667.00
<b>(Balancing Figure)</b>	
<b>TOTAL GROSS PAY</b>	40,167.00
<b>DEDUCTIONS</b>	
<b>Employees PF</b>	1,500.00
<b>Professional Tax</b>	200.00
<b>TDS(depends on Individual)</b>	
<b>TOTAL DEDUCTIONS</b>	1,700.00
<b>NET PAY</b>	38,467.00

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru  
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Website: <http://www.crimsonlogic.com>, Email: [India@crimsonlogic.com](mailto:India@crimsonlogic.com)  
(CIN: U72200KA2001PTC028649)



**Appendix: II**

**Checklist of Documents**

1. 10<sup>th</sup> Mark Sheet
2. 12<sup>th</sup> Mark Sheet
3. Degree mark sheets and certificate
4. Post-Graduation degree and mark sheets
5. 5 passport size photographs
6. Passport copy
7. Certificate of any course attended
8. Pan Number

Please bring only the Xerox of all the above documents.

**CrimsonLogic India Pvt. Ltd.**

Unit N0 601, 6<sup>th</sup> Floor Block A Alpha Embassy Tech Square, Kadubeesanahalli Village, Varthur Hobli Bengaluru South Taluk, Bengaluru  
Tel: +91 80 6770 9500  
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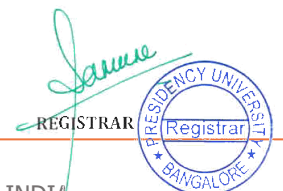




You Are Awesome!

Offer Letter

## Six Dee Telecom Solutions



**Neha Singh**  
**8904117909**

**3/2/2022**

**201810101641@presidencyuniversity.in**

## Dear Neha Singh

We welcome you to **Six Dee Telecom Solutions Private Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

The following will list your relevant details about your general responsibilities.

## Duties

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

  
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## COMMENCEMENT DATE

If you accept this offer of employment, we will keep you informed about your date of joining.

Please contact on your joining date.

## REMUNERATION AND DESIGNATION

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, as **Assistant Manager - Technical Presales**.

During your initial 6 months of training/probation period, your total cost to company will be **INR 270000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 500000 per annum**. Details of the salary structure are given in the annexure attached.

## PLACE OF WORK:

Your work location will be **Bangalore** office. The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

We will be Working From Home until further notice, based on the current situation.

## BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

## PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

  
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The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

## **BENEFITS**

### **A. ANNUAL LEAVES**

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:

- 1 – Illness with fever
- 2 – University Convocation
- 3 – University Exams
- 4 – Marriage/ Death (god forbid) in immediate family
- 5 – Passport related

After probation, you are entitled for 21 leaves in a year (1<sup>st</sup> April to 31<sup>st</sup> March).

### **B. General Mediclaim:**

You will be eligible for General Mediclaim Policy starting from the date of joining.

## **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

## **NON-COMPETE AND NON-SOLICITATION**

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

  
REGISTRAR  




- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

## **SEPARATION:**

### **A. Termination**

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

### **B. Retirement:**

Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

### **C. Notice Period**

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees is of 3 months. Notice period in probation period will be 1 month. However, when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. The Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the Company.

### **D. Absconding**

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

### **E. Statement of Facts:**

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 your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In

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PRESIDENCY UNIVERSITY  
BANGALORE

case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

## GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

## CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

## INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

## BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

## PERFORMANCE MANAGEMENT AND SALARY REVISION

Based on your date of joining, your appraisal cycle will be decided (either April or October). Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

## INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

  
REGISTRAR  


You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

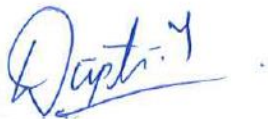
## AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Once you join us, you will abide by all the policies & procedures of the Company.

**You should retain a copy of this letter for your own records and sign and return one copy to the Company.**

We look forward to you joining us.

Kind regards,  
Yours sincerely,



**Dipti Yadav**  
Manager - Human Resources  
For and on behalf of  
**Six Dee Telecom Solutions Private Limited**


## DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

**Six Dee Telecom Solutions Private Limited** have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**(Neha Singh)**

  
REGISTRAR  


## SLK Software Pvt. Ltd.,

Tower-A, SLK Green Park  
Pujanahalli Village, Devanahalli Taluk,  
Bangalore Rural 562 110



We Constructively Challenge The Status Quo In All That We Do,  
To Enable Peak Business Performance For Our Customers And For Ourselves,  
Through Disruptive Technologies, Applied Innovation And Purposeful Automation

SLK247006

Private and Confidential

Date:09/21/2022

Mr./Ms. Mohan Kumar D C

7th Cross Near Geetha High School pipeline road T Dasarahalli, Bangalore-57, Karnataka, 560057

We are delighted to welcome YOU to an organization with the Freedom to Succeed. You will be an integral part of a high energy & dynamic work environment. We believe in deep & enduring relationships and welcome you to excel, learn, grow and build an enriching & rewarding career with us. The following points outline the offer details.

1. **Training & Probation:** You will be on training & probation for initial period of **12 months** from the date of joining.
2. **Offer Details:** We are pleased to offer you the position of "**Trainee - Software**", Grade **T1**. Your total Cost to Company(CTC) inclusive of all benefits is **INR 320,000.00/- (Rupees Three Lakh Twenty Thousand Only)**per annum. This is subject to deduction of tax at source, in accordance with the prevailing IT laws. Your compensation details are detailed in Annexure 1.
3. **Training Agreement:** You are required to sign an agreement to serve the company for a minimum period of **2 years** from the date of joining.
4. **Offer Validity:** This offer is valid till **09/23/2022**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **09/22/2022**. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
5. **Offer Conditions:** This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
6. **Date of Joining:** Your tentative date of joining is **09/23/2022**.
7. **Location:** Your work location will be **Bangalore, India**.

Please refer to the enclosed document on "Terms & Conditions of Employment", applicable upon your employment. Please Sign and handover the copy along with this offer letter. We wish you a long & successful tenure with us and looking forward to working with you.

Best regards,

Arif Khan (VP - HR)

Date:09/21/2022

Mohan Kumar D C

Date:09/21/2022

Regd. Office: No.40/A, KHB Industrial Area, Yelahanka New Town, Bengaluru – 560 064, India.  
T: +91 80 4180 5721/ 6690 4721, F +91 80 4050 1921

[www.slkgroup.com](http://www.slkgroup.com)

CIN: U72200KA2000PTC027503

contact@slkgroup.com



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SLK247006

Private and Confidential

**COMPENSATION AT A GLANCE**

Name: Mohan Kumar D C

Designation: Trainee - Software

Place: Bangalore, India.

Date: 09/21/2022

Salary Break-Up	
A. Components	Amount in INR
Basic	180,000.00
House Rent Allowance	72,000.00
Ad hoc Allowance	1,320.00
ST Bonus	32,760.00
Flexi Benefit Plan (FBP)*	3,670.00
B. Retirals & Benefits	
Company contribution to Provident Fund	21,600.00
Company contribution to Gratuity Fund	8,650.00
ESI Employer Contribution	0.00
<b>Total</b>	<b>320,000.00</b>

Medical Insurance, ESI and Group Personal Accidental Insurance coverage will be as per the company policy.

Regd. Office: No.40/A, KHB Industrial Area, Yelahanka New Town, Bengaluru – 560 064, India.  
T: +91 80 4180 5721/ 6690 4721, F +91 80 4050 1921

**SLK Software Pvt. Ltd.,**

Tower-A, SLK Green Park  
Pujanahalli Village, Devanahalli Taluk,  
Bangalore Rural 562 110



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To Enable Peak Business Performance For Our Customers And For Ourselves,  
Through Disruptive Technologies, Applied Innovation And Purposeful Automation**

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**Note:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations as applicable from time to time.

Sincerely,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

**I accept the offer as outlined above.**

**Mohan Kumar D C**

**Date:09/21/2022**

**Regd. Office:** No.40/A, KHB Industrial Area, Yelahanka New Town, Bengaluru – 560 064, India.  
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## ANNEXURE 1

### Total Rewards and Benefits

SLK continuously strives to provide best in-class benefits to you.

Apart from your salary, you are also entitled to numerous monetary and non-monetary benefits. Some of the more significant ones are listed below for your quick reference.

#### 1. Benefits under CTC:

- **Flexible Benefit Plan (FBP):** gives you a flexibility to design your salary structure to make it tax friendly. Within the FBP amount you can claim against various specified expenses. ESC Medclaim & GPA Insurance is part of FBP.
- **Group Medi-claim Insurance:** It provides pre-defined insurance coverage to you and your dependents against (only spouse and children) expenses related to hospitalization due to illness, disease or injury. The premium of this policy is part of your CTC.
- **Executive Health Checkup:** SLK has tied up with reputed hospitals for periodic employee health checkups. You can avail the Executive Health Checkup Benefits once in 2 years.

#### 2. Holidays, Paid Leave & Encashment:

SLK strives to create and maintain a balanced work schedule for you through our distinct leave and holiday programs.

- **National and Festival holidays:** 11 days every calendar year.
- **Paid Leaves (PL):** 24 days per annum. You get 2 days of PLs per month, every year.
- **PL encashment:** Un-availed PLs over and above 48 days shall be encashed at the end of the financial year.
- **Maternity Leave:** Female employees can take 26 weeks of paid leaves and an extension of up to one month in cases of continued sickness, as per Maternity Benefits Act. Additionally, an extension up to 6 months is permissible, as a combination of PL, work from home, part time work or leave without pay, subject to approval.
- **Miscarriage Leave:** In case of miscarriage, female employees are eligible for 6 weeks of miscarriage leave.
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### 3. Other Benefits:

- **Shift Allowance:** It is applicable to employees who work in shifts, other than the general shift.
- **Salary Advance Policy:** You can avail a salary advance in case of medical emergencies or marriage.
- **Sponsorship on Certifications:** You can get sponsorships to pursue certifications as per policy.
- **Group Term Life Insurance (GTLI):** It provides a lump sum benefit in the unfortunate event of Death, Total & Permanent Disability or Terminal Illness. The coverage is as per the policy.

*Note: Please access Converge for more details on the applicability and eligibility criteria of the above-stated benefits.*

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### JOINING FORMALITIES

**Required Documents:** Please carry the originals of the below stated documents on the Onboarding Day, without fail. These originals will be verified against the scanned documents you have already uploaded in SuccessFactors application, during your interview and Offer process.

Sl.No.	Particulars of documents
1.	SLK Accepted Offer Letter
2.	Relieving letter & Service Certificate / Proof of submission of resignation Or Resignation acceptance - Immediate previous employer
3.	Last 3 months salary certificate / pay slip from immediate previous employer
4.	Relieving letter / Service Certificate from all previous employers
5.	Professional certifications, if any
6.	Degree /PG / Masters Certificate ( <b>Convocation</b> ) and Marks Sheet. Provisional Certificate will not be accepted.
7.	Pre University Marks Card / 12th Standard or Higher Secondary certificate
8.	SSLC Marks Card / 10th Standard certificate
9.	Passport (including VISA copy, if any)
10.	Voters ID / Driving License
11.	Aadhar Card
12.	Provident Fund - Universal Account Number (UAN)
13.	<ul style="list-style-type: none"> <li>• 3 Recent passport size photographs with <b>White Background</b></li> <li>• Size Should be <b>3.5 cm X 4.5 cm</b></li> <li>• <b>Dress Code for Men:</b> Blazer, Dark coloured shirts and ties complementing the shirt</li> <li>• <b>Dress Code for Women:</b> Indian Formals - Sari, Western Formals - Blazer, Shirt and Trousers, Minimal Jewelry</li> <li>• Well dressed and groomed</li> </ul>
14.	Latest Form 16 or Current financial year Income Tax computation sheet
15.	PAN Card
16.	Deputation Letter – To be submitted by employees who are deputed from their Primary employer/Parent company.

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### Onboarding

Please report to the following address (Onboarding Venue) by **09:30 AM IST** to complete your joining formalities. One of our executives from the HRM function will be happy to receive you and assist you during the Onboarding & Assimilation process.

**SLK Software Pvt Ltd  
SEZ UNIT II, "SLK Green Park",  
Tower A, 4th to 7th Floors, Amin Properties LLP SEZ,  
Pujanahalli Village, Devanahalli Taluk,  
Bangalore Rural - 562 110, Karnataka (India).**

Please feel free to contact the respective recruiter through email or call at **080-41805721** or **080 – 66904721** for any clarification.

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Date:09/21/2022

## TERMS & CONDITIONS OF EMPLOYMENT

Mr./Ms. Mohan Kumar D C  
7th Cross Near geetha High School pipeline road T Dasarahalli, Bangalore-57, Karnataka, 560057

In continuation to our Offer of Employment dated 09/21/2022, please review carefully the Terms & Conditions, which are applicable.

- **Pre-Employment Medical Checkup:** Your appointment is subject to being found medically fit. To this extent you will be required to undergo certain medical tests at the medical establishment stated in the attached reference letter. Please contact the medical establishment directly to fix up an appointment and ensure that you undergo the tests before the joining date i.e. 09/23/2022.
- **Background check:** All information & documents submitted by you to the Company are subjected to verification by the Company or an external agency appointed by the Company, at any time during your employment with the Company. You hereby authorize the Company or any external agency, appointed by the Company, to verify your identity, address, antecedents, criminal records (wherever deemed fit) and educational qualification, employment history and any other details that would be needed as per the Company policy, prior to or upon your joining the Company, or thereafter. You are expected to extend your full co-operation during the verification. This Offer of Appointment is subject to clearing the Background Check and verification of all documents submitted by you to the Company. If you fail to co-operate or clear the Background Check, or if the information or documents provided by you are proved to be untrue, the Company reserves the right to withdraw this offer or terminate your employment, without any liability to the Company.
- **Role Expectations:**
  - At SLK, we are driven by honesty, dedication, and integrity. As an employee of SLK, you must not engage in any other business, or render professional services either on a full-time or a part-time basis.
  - Confidentiality and Data security are of utmost priority. You must keep your work strictly confidential and not divulge or disclose to any person or entity, during the term of your employment with the Company and thereafter. Any information related to the Company, its employees or associates, whom you became aware of during the term of your employment, must be treated with high confidentiality. You must not act in any manner, which is prejudicial or detrimental to the reputation and standing of the Company.
  - Upon your joining the Company, you are required to execute various Employment Agreements governing the terms of your employment with the Company.
- **Full time employment:** As a full time employee of the Company, you cannot take up any other work for remuneration or on advisory capacity in any other trade or business associated with the similar business areas of SLK, during the period of your employment, without prior permission in writing.

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- **Transfer:** You are liable to be transferred or deputed, as the Company may determine, to any other location, department, or branch of the Company or its customers' sites in India or overseas.
- **Working Hours:** The official business hours on weekdays i.e. from Monday to Friday is from 9:30 AM to 6:30 PM. However, you are expected to work for a minimum of 9 hours per day, and have a flexibility to alter your work timings suitable to your Customer Business Unit or Function. If you work in projects that demand working on different shifts, then the work days, weekly offs and shift timings will be dependent on what is rostered by your Manager.
- **Leave and Holiday:** The current benefits include –
  - Eleven (11) days National and Festival holidays every calendar year.
  - Twenty Four (24) days Paid Leave (PL) per financial year of service - You are eligible for 2 days of PL per month on a pro-rated basis, based on the number of days worked.
  - 26 weeks of Maternity Leave, Twelve (12) weeks of Adoption Leave, Six (6) weeks of miscarriage Leave, as applicable, after completion of 160 days tenure in the Company.
  - Five (5) days of Paternity or Adoption Leave, as applicable.
- **Performance:** You must perform in your role and responsibilities as per the expectations of the Company. In case your performance is not up to the expected levels, you will be informed and provided guidance through the Performance Improvement Plan (PIP). If you are not performing to the expectation even after providing PIP support, the Company reserves the right to terminate your employment.
- **Salary Review:** Your compensation will be reviewed after 12 months based on your performance. Your next performance based compensation review will happen periodically as per the policy of the Company.
- **Employee Provident Fund and Pension Scheme:** You are required to make a contribution of 12% of Basic Salary, as per the provisions of the Provident Fund Act. The company will make appropriate contribution as required by the EPF Act towards PF & Pension Fund that is part of your CTC.
- **Gratuity:** You are eligible for payment of Gratuity as per the provisions of the Gratuity Act.
- **Personal Accident and Group Mediclaim coverage or ESI:** You will be covered under the Personal Accidental Insurance Policy and Group Mediclaim Policy, commencing from your date of joining. Or you will be covered under ESI, if you are eligible for the ESI benefit, as per the ESI Act.
- **Code of Conduct:** You must abide by the Code of Conduct policy of the Company, which will be communicated to you. In the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties detrimental to the Company's interests, the company has the discretion to initiate necessary disciplinary action against you that can also result with termination of your services, as it deems fit and without any notice pay whats ever.

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- **Sexual Harassment:** The Company disapproves any sexual harassment, which includes unwelcome behavior of sexual nature, whether direct or by implication. Indulging in sexual harassment is misconduct under the provisions of the Conduct and Discipline rules.
- **Expense Settlement:** In case of voluntary separation with the company within one year of date of joining, all expenses incurred by the Company on relocation or any other settlement expenses, until explicitly communicated in writing, shall be reimbursed by you, to the Company. Your Separation process will be withheld, if the above stated settlements are not closed by you.
- **Information Security:** SLK is an ISO 27001 certified Company and has a well laid Information Security framework. You are expected to understand, accept and abide by the policies and procedures related to Information Security and safeguard Company and customer information.
- **Personal Information:** Personal information, which includes individual information such as Bank account, credit card, debit card or other payment instrument details, health information, medical records, are classified as 'Confidential information' and handled accordingly. You hereby agree & authorize the Company to disclose such personal information to third parties, as required for business purposes only.
- **Confidential Information:** You will not at any time, without the consent of the Chief Executive Officer, disclose, divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, which may be confided to you or become known to you in the course of your service or otherwise. To this extent, you will be required to sign necessary agreements as may be required by the Company or as per any requirements of the customers of the Company.
- **Protection of Intellectual Property:** You may during the course of rendering your duties as an employee, create, discover or invent Intellectual Property. All such Intellectual Property is the property of the Company and you agree that all such Intellectual Property is created as a "Work for Hire". You hereby agree that all Intellectual Property Rights related to inventions at work done by you during the course of your employment will vest solely with the Company. You also hereby agree to irrevocably assign, transfer, grant and convey to the Company and its successors all rights, title interest in and to such work or invention, including but not limited to all intellectual property rights represented or embodied therein. Wherever required you need to sign and execute the required, assignment agreements and documents to allow the Company to fully acquire such rights as per the requirements of the applicable law.
- **Use of Software Licenses / Internet / E-Mail:** Usage of software or email ID, not provided to you officially in the time of work, is prohibited. The Company disclaims any misuse or illegal use of Software Licenses available on the Internet or otherwise, access to Internet, Company's e-mail or such other facilities as may be extended to the employees. You will be required to sign an undertaking to this effect.
- **Notice period:** The contract of employment can be terminated by either party by giving the other ninety (90) days' prior notice. The Company reserves the right to pay or recover Basic Salary in lieu of notice period.
- **Retirement:** The retirement age is 58 years. Based on business exigencies the Retirement age may be extended up to 60 Years. Terms of the extension will be communicated in writing.

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- **On Separation:** On cessation of your employment with the Company, you must immediately hand over to the Company before you are relieved, all the correspondence, RSA token, specifications, books, literature, drawings and other records belonging to the Company or relating to its business. You must not make or retain any copies of the same immediately after serving the notice of termination of services to the Company. The Company will notify you to whom you will hand over the property of the company. You will do all things necessary to transfer the information and knowledge pertaining to projects and assignments on which you were working. You will not be relieved from the services of the Company till the authorized person certifies taking over charge.
- **Non-Compete (On termination of your service):** You will not seek an employment or have any business association either directly or indirectly or in any manner with our customers and their associate companies during the term of your employment with the Company and for a period of one (1) year from the date of your separation with the Company. You will not in the course of any subsequent employment, use any confidential or internal information obtained during the course of your employment with the Company or during the performance of any tasks or assignment with our customers & their associate companies, agents, vendors and partners, in any manner that will compete with, or may directly cause damage to, or create a loss of business of the Company for a period of one (1) year from the date of separation.

You will not entice, induce or solicit any existing staff of the Company to separate from the Company for a period of one (1) year from the date of your separation with the Company.

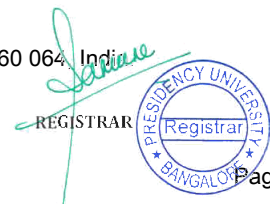
You must not use information obtained during your course of employment with the Company to engage in a business on your own account or as a partner with another person in a similar business that will in any way compete with or cause damage to the business interests of the Company for a period of two (2) years from the date of cessation of your employment with the Company.

- **Policies and Procedures:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations and information security policies as applicable from time to time.
- **Arbitration Governing Law and Jurisdiction:** This Offer of Appointment shall, in all respects, be governed by and construed in all respects in accordance with the laws of the Republic of India.

All dispute or difference arising between the parties as to the effect, validity or interpretation of this Offer of Appointment or as to their rights, duties or liabilities here under (Disputes) shall be resolved by mutual discussion.

In the event of failure to reach an amicable solution by the parties within thirty (30) days from the commencement of mutual discussions, such dispute shall be referred to and settled by Arbitration by three Arbitrators, one to be appointed by each party and the third to be appointed by the two Arbitrators. The Arbitration proceedings shall be in accordance with the Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrators shall be final and binding upon the parties. The venue of arbitration proceedings shall be Bangalore, India.

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The parties hereby agree that this Offer of Appointment shall be governed by the laws of the Republic of India and agree to submit to the exclusive jurisdiction of the courts in Bangalore, India, for initiating any legal action for enforcing any terms and conditions of rights and obligations under this Offer of Appointment.

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms & conditions of employment.

Best regards,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

I have read and understood the rules & regulations of employment, HRM policies, Information Security policies, as mentioned in this letter and agree to adhere to and abide/comply by the same. I understand and confirm that the contents of the offer & terms of appointment are **STRICTLY PERSONAL** and **CONFIDENTIAL** between me and the Company. This information must not at any time, be disclosed, divulged or discussed, except with my Reporting Manager/HR Team. Any violation of this will be deemed unprofessional and viewed seriously.

---

**Mohan Kumar D C**

**Date:09/21/2022**

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*Sanna*  
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Date:09/21/2022

Mr./Ms. Bunga Govardan Reddy

10-45, Rama ne palli(v), Raptadu(M), Anantpur (D), 515722 Anantpur, Andhra Pradesh, 515722

We are delighted to welcome YOU to an organization with the Freedom to Succeed. You will be an integral part of a high energy & dynamic work environment. We believe in deep & enduring relationships and welcome you to excel, learn, grow and build an enriching & rewarding career with us. The following points outline the offer details.

- 1. Training & Probation:** You will be on training & probation for initial period of **12 months** from the date of joining.
  - 2. Offer Details:** We are pleased to offer you the position of "**Trainee - Software**", Grade **T1**. Your total Cost to Company(CTC) inclusive of all benefits is **INR 320,000.00/- (Rupees Three Lakh Twenty Thousand Only)**per annum. This is subject to deduction of tax at source, in accordance with the prevailing IT laws. Your compensation details are detailed in Annexure 1.
  - 3. Training Agreement:** You are required to sign an agreement to serve the company for a minimum period of **2 years** from the date of joining.
  - 4. Offer Validity:** This offer is valid till **09/23/2022**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **09/22/2022**. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
  - 5. Offer Conditions:** This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
  - 6. Date of Joining:** Your tentative date of joining is **09/23/2022**.
  - 7. Location:** Your work location will be **Bangalore, India**.
- Please refer to the enclosed document on "Terms & Conditions of Employment", applicable upon your employment. Please Sign and handover the copy along with this offer letter. We wish you a long & successful tenure with us and looking forward to working with you.

Best regards,



Arif Khan (VP - HR)

Date:09/21/2022

Bunga Govardan Reddy

Date:09/21/2022

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**COMPENSATION AT A GLANCE**

Bunga Govardan Reddy

Designation: Trainee - Software

Place: Bangalore, India.

Date: 09/21/2022

Salary Break-Up	
A. Components	Amount in INR
Basic	180,000.00
House Rent Allowance	72,000.00
Ad hoc Allowance	1,320.00
ST Bonus	32,760.00
Flexi Benefit Plan (FBP)*	3,670.00
B. Retirals & Benefits	
Company contribution to Provident Fund	21,600.00
Company contribution to Gratuity Fund	8,650.00
ESI Employer Contribution	0.00
<b>Total</b>	<b>320,000.00</b>

Medical Insurance, ESI and Group Personal Accidental Insurance coverage will be as per the company policy.

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Sincerely,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

**I accept the offer as outlined above.**

**Bunga Govardan Reddy**

**Date:09/21/2022**

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### Total Rewards and Benefits

SLK continuously strives to provide best in-class benefits to you.

Apart from your salary, you are also entitled to numerous monetary and non-monetary benefits. Some of the more significant ones are listed below for your quick reference.

#### 1. Benefits under CTC:

- **Flexible Benefit Plan (FBP):** gives you a flexibility to design your salary structure to make it tax friendly. Within the FBP amount you can claim against various specified expenses. ESC Medclaim & GPA Insurance is part of FBP.
- **Group Medi-claim Insurance:** It provides pre-defined insurance coverage to you and your dependents against (only spouse and children) expenses related to hospitalization due to illness, disease or injury. The premium of this policy is part of your CTC.
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SLK strives to create and maintain a balanced work schedule for you through our distinct leave and holiday programs.

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- **Maternity Leave:** Female employees can take 26 weeks of paid leaves and an extension of up to one month in cases of continued sickness, as per Maternity Benefits Act. Additionally, an extension up to 6 months is permissible, as a combination of PL, work from home, part time work or leave without pay, subject to approval.
- **Miscarriage Leave:** In case of miscarriage, female employees are eligible for 6 weeks of miscarriage leave.
- **Paternity leave:** New fathers are entitled to 5 days of paid paternity leave for the first two children.
- **Adoption Leave:** If you are adopting a child, you are eligible for 12 weeks of paid adoption leave.
- **Sabbatical leave:** Employees have an option to avail 3-12 months of leave on loss of pay as per the Sabbatical leave policy.

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### 3. Other Benefits:

- **Shift Allowance:** It is applicable to employees who work in shifts, other than the general shift.
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*Note: Please access Converge for more details on the applicability and eligibility criteria of the above-stated benefits.*

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### JOINING FORMALITIES

**Required Documents:** Please carry the originals of the below stated documents on the Onboarding Day, without fail. These originals will be verified against the scanned documents you have already uploaded in SuccessFactors application, during your interview and Offer process.

Sl.No.	Particulars of documents
1.	SLK Accepted Offer Letter
2.	Relieving letter & Service Certificate / Proof of submission of resignation Or Resignation acceptance - Immediate previous employer
3.	Last 3 months salary certificate / pay slip from immediate previous employer
4.	Relieving letter / Service Certificate from all previous employers
5.	Professional certifications, if any
6.	Degree /PG / Masters Certificate ( <b>Convocation</b> ) and Marks Sheet. Provisional Certificate will not be accepted.
7.	Pre University Marks Card / 12th Standard or Higher Secondary certificate
8.	SSLC Marks Card / 10th Standard certificate
9.	Passport (including VISA copy, if any)
10.	Voters ID / Driving License
11.	Aadhar Card
12.	Provident Fund - Universal Account Number (UAN)
13.	<ul style="list-style-type: none"> <li>• 3 Recent passport size photographs with <b>White Background</b></li> <li>• Size Should be <b>3.5 cm X 4.5 cm</b></li> <li>• <b>Dress Code for Men:</b> Blazer, Dark coloured shirts and ties complementing the shirt</li> <li>• <b>Dress Code for Women:</b> Indian Formals - Sari, Western Formals - Blazer, Shirt and Trousers, Minimal Jewelry</li> <li>• Well dressed and groomed</li> </ul>
14.	Latest Form 16 or Current financial year Income Tax computation sheet
15.	PAN Card
16.	Deputation Letter – To be submitted by employees who are deputed from their Primary employer/Parent company.

## SLK Software Pvt. Ltd.,

Tower-A, SLK Green Park  
Pujanahalli Village, Devanahalli Taluk,  
Bangalore Rural 562 110



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### Onboarding

Please report to the following address (Onboarding Venue) by **09:30 AM IST** to complete your joining formalities. One of our executives from the HRM function will be happy to receive you and assist you during the Onboarding & Assimilation process.

**SLK Software Pvt Ltd  
SEZ UNIT II, "SLK Green Park",  
Tower A, 4th to 7th Floors, Amin Properties LLP SEZ,  
Pujanahalli Village, Devanahalli Taluk,  
Bangalore Rural - 562 110, Karnataka (India).**

Please feel free to contact the respective recruiter through email or call at **080-41805721** or **080 – 66904721** for any clarification.

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[www.slkgroup.com](http://www.slkgroup.com)

CIN: U72200KA2000PTC027503

contact@slkgroup.com



Date:09/21/2022

## TERMS & CONDITIONS OF EMPLOYMENT

Mr./Ms. Bunga Govardan Reddy

10-45, Rama ne palli(v), Raptadu(M), Anantpur (D), 515722 Anantpur, Andhra Pradesh, 515722

In continuation to our Offer of Employment dated 09/21/2022, please review carefully the Terms & Conditions, which are applicable.

- **Pre-Employment Medical Checkup:** Your appointment is subject to being found medically fit. To this extent you will be required to undergo certain medical tests at the medical establishment stated in the attached reference letter. Please contact the medical establishment directly to fix up an appointment and ensure that you undergo the tests before the joining date i.e. 09/23/2022.
- **Background check:** All information & documents submitted by you to the Company are subjected to verification by the Company or an external agency appointed by the Company, at any time during your employment with the Company. You hereby authorize the Company or any external agency, appointed by the Company, to verify your identity, address, antecedents, criminal records (wherever deemed fit) and educational qualification, employment history and any other details that would be needed as per the Company policy, prior to or upon your joining the Company, or thereafter. You are expected to extend your full co-operation during the verification. This Offer of Appointment is subject to clearing the Background Check and verification of all documents submitted by you to the Company. If you fail to co-operate or clear the Background Check, or if the information or documents provided by you are proved to be untrue, the Company reserves the right to withdraw this offer or terminate your employment, without any liability to the Company.
- **Role Expectations:**
  - At SLK, we are driven by honesty, dedication, and integrity. As an employee of SLK, you must not engage in any other business, or render professional services either on a full-time or a part-time basis.
  - Confidentiality and Data security are of utmost priority. You must keep your work strictly confidential and not divulge or disclose to any person or entity, during the term of your employment with the Company and thereafter. Any information related to the Company, its employees or associates, whom you became aware of during the term of your employment, must be treated with high confidentiality. You must not act in any manner, which is prejudicial or detrimental to the reputation and standing of the Company.
  - Upon your joining the Company, you are required to execute various Employment Agreements governing the terms of your employment with the Company.
- **Full time employment:** As a full time employee of the Company, you cannot take up any other work for remuneration or on advisory capacity in any other trade or business associated with the similar business areas of SLK, during the period of your employment, without prior permission in writing.

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- **Transfer:** You are liable to be transferred or deputed, as the Company may determine, to any other location, department, or branch of the Company or its customers' sites in India or overseas.
- **Working Hours:** The official business hours on weekdays i.e. from Monday to Friday is from 9:30 AM to 6:30 PM. However, you are expected to work for a minimum of 9 hours per day, and have a flexibility to alter your work timings suitable to your Customer Business Unit or Function. If you work in projects that demand working on different shifts, then the work days, weekly offs and shift timings will be dependent on what is rostered by your Manager.
- **Leave and Holiday:** The current benefits include –
  - Eleven (11) days National and Festival holidays every calendar year.
  - Twenty Four (24) days Paid Leave (PL) per financial year of service - You are eligible for 2 days of PL per month on a pro-rated basis, based on the number of days worked.
  - 26 weeks of Maternity Leave, Twelve (12) weeks of Adoption Leave, Six (6) weeks of miscarriage Leave, as applicable, after completion of 160 days tenure in the Company.
  - Five (5) days of Paternity or Adoption Leave, as applicable.
- **Performance:** You must perform in your role and responsibilities as per the expectations of the Company. In case your performance is not up to the expected levels, you will be informed and provided guidance through the Performance Improvement Plan (PIP). If you are not performing to the expectation even after providing PIP support, the Company reserves the right to terminate your employment.
- **Salary Review:** Your compensation will be reviewed after 12 months based on your performance. Your next performance based compensation review will happen periodically as per the policy of the Company.
- **Employee Provident Fund and Pension Scheme:** You are required to make a contribution of 12% of Basic Salary, as per the provisions of the Provident Fund Act. The company will make appropriate contribution as required by the EPF Act towards PF & Pension Fund that is part of your CTC.
- **Gratuity:** You are eligible for payment of Gratuity as per the provisions of the Gratuity Act.
- **Personal Accident and Group Mediclaim coverage or ESI:** You will be covered under the Personal Accidental Insurance Policy and Group Mediclaim Policy, commencing from your date of joining. Or you will be covered under ESI, if you are eligible for the ESI benefit, as per the ESI Act.
- **Code of Conduct:** You must abide by the Code of Conduct policy of the Company, which will be communicated to you. In the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties detrimental to the Company's interests, the company has the discretion to initiate necessary disciplinary action against you that can also result with termination of your services, as it deems fit and without any notice pay whats ever.

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- **Sexual Harassment:** The Company disapproves any sexual harassment, which includes unwelcome behavior of sexual nature, whether direct or by implication. Indulging in sexual harassment is misconduct under the provisions of the Conduct and Discipline rules.
- **Expense Settlement:** In case of voluntary separation with the company within one year of date of joining, all expenses incurred by the Company on relocation or any other settlement expenses, until explicitly communicated in writing, shall be reimbursed by you, to the Company. Your Separation process will be withheld, if the above stated settlements are not closed by you.
- **Information Security:** SLK is an ISO 27001 certified Company and has a well laid Information Security framework. You are expected to understand, accept and abide by the policies and procedures related to Information Security and safeguard Company and customer information.
- **Personal Information:** Personal information, which includes individual information such as Bank account, credit card, debit card or other payment instrument details, health information, medical records, are classified as 'Confidential information' and handled accordingly. You hereby agree & authorize the Company to disclose such personal information to third parties, as required for business purposes only.
- **Confidential Information:** You will not at any time, without the consent of the Chief Executive Officer, disclose, divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, which may be confided to you or become known to you in the course of your service or otherwise. To this extent, you will be required to sign necessary agreements as may be required by the Company or as per any requirements of the customers of the Company.
- **Protection of Intellectual Property:** You may during the course of rendering your duties as an employee, create, discover or invent Intellectual Property. All such Intellectual Property is the property of the Company and you agree that all such Intellectual Property is created as a "Work for Hire". You hereby agree that all Intellectual Property Rights related to inventions at work done by you during the course of your employment will vest solely with the Company. You also hereby agree to irrevocably assign, transfer, grant and convey to the Company and its successors all rights, title interest in and to such work or invention, including but not limited to all intellectual property rights represented or embodied therein. Wherever required you need to sign and execute the required, assignment agreements and documents to allow the Company to fully acquire such rights as per the requirements of the applicable law.
- **Use of Software Licenses / Internet / E-Mail:** Usage of software or email ID, not provided to you officially in the time of work, is prohibited. The Company disclaims any misuse or illegal use of Software Licenses available on the Internet or otherwise, access to Internet, Company's e-mail or such other facilities as may be extended to the employees. You will be required to sign an undertaking to this effect.
- **Notice period:** The contract of employment can be terminated by either party by giving the other ninety (90) days' prior notice. The Company reserves the right to pay or recover Basic Salary in lieu of notice period.
- **Retirement:** The retirement age is 58 years. Based on business exigencies the Retirement age may be extended up to 60 Years. Terms of the extension will be communicated in writing.

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- **On Separation:** On cessation of your employment with the Company, you must immediately hand over to the Company before you are relieved, all the correspondence, RSA token, specifications, books, literature, drawings and other records belonging to the Company or relating to its business. You must not make or retain any copies of the same immediately after serving the notice of termination of services to the Company. The Company will notify you to whom you will hand over the property of the company. You will do all things necessary to transfer the information and knowledge pertaining to projects and assignments on which you were working. You will not be relieved from the services of the Company till the authorized person certifies taking over charge.
- **Non-Compete (On termination of your service):** You will not seek an employment or have any business association either directly or indirectly or in any manner with our customers and their associate companies during the term of your employment with the Company and for a period of one (1) year from the date of your separation with the Company. You will not in the course of any subsequent employment, use any confidential or internal information obtained during the course of your employment with the Company or during the performance of any tasks or assignment with our customers & their associate companies, agents, vendors and partners, in any manner that will compete with, or may directly cause damage to, or create a loss of business of the Company for a period of one (1) year from the date of separation.

You will not entice, induce or solicit any existing staff of the Company to separate from the Company for a period of one (1) year from the date of your separation with the Company.

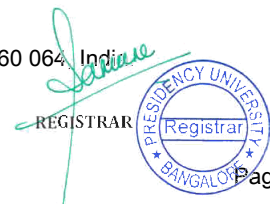
You must not use information obtained during your course of employment with the Company to engage in a business on your own account or as a partner with another person in a similar business that will in any way compete with or cause damage to the business interests of the Company for a period of two (2) years from the date of cessation of your employment with the Company.

- **Policies and Procedures:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations and information security policies as applicable from time to time.
- **Arbitration Governing Law and Jurisdiction:** This Offer of Appointment shall, in all respects, be governed by and construed in all respects in accordance with the laws of the Republic of India.

All dispute or difference arising between the parties as to the effect, validity or interpretation of this Offer of Appointment or as to their rights, duties or liabilities here under (Disputes) shall be resolved by mutual discussion.

In the event of failure to reach an amicable solution by the parties within thirty (30) days from the commencement of mutual discussions, such dispute shall be referred to and settled by Arbitration by three Arbitrators, one to be appointed by each party and the third to be appointed by the two Arbitrators. The Arbitration proceedings shall be in accordance with the Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrators shall be final and binding upon the parties. The venue of arbitration proceedings shall be Bangalore, India.

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The parties hereby agree that this Offer of Appointment shall be governed by the laws of the Republic of India and agree to submit to the exclusive jurisdiction of the courts in Bangalore, India, for initiating any legal action for enforcing any terms and conditions of rights and obligations under this Offer of Appointment.

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms & conditions of employment.

Best regards,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

I have read and understood the rules & regulations of employment, HRM policies, Information Security policies, as mentioned in this letter and agree to adhere to and abide/comply by the same. I understand and confirm that the contents of the offer & terms of appointment are **STRICTLY PERSONAL** and **CONFIDENTIAL** between me and the Company. This information must not at any time, be disclosed, divulged or discussed, except with my Reporting Manager/HR Team. Any violation of this will be deemed unprofessional and viewed seriously.

---

**Bunga Govardan Reddy**

**Date:09/21/2022**

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---

*Sanna*  
REGISTRAR



The stamp is circular with a blue border. The text 'PRESIDENCY UNIVERSITY' is written along the top inner edge, and 'BANGALORE' is written along the bottom inner edge. In the center, the word 'Registrar' is written in a serif font, flanked by two small stars.

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Date:09/21/2022

Mr./Ms. Syed Eliyas

NBC Street madras road Kadapa, Andhra Pradesh, 516001

We are delighted to welcome YOU to an organization with the Freedom to Succeed. You will be an integral part of a high energy & dynamic work environment. We believe in deep & enduring relationships and welcome you to excel, learn, grow and build an enriching & rewarding career with us. The following points outline the offer details.

- 1. Training & Probation:** You will be on training & probation for initial period of **12 months** from the date of joining.
- 2. Offer Details:** We are pleased to offer you the position of "**Trainee - Software**", Grade **T1**. Your total Cost to Company(CTC) inclusive of all benefits is **INR 320,000.00/- (Rupees Three Lakh Twenty Thousand Only)**per annum. This is subject to deduction of tax at source, in accordance with the prevailing IT laws. Your compensation details are detailed in Annexure 1.
- 3. Training Agreement:** You are required to sign an agreement to serve the company for a minimum period of **2 years** from the date of joining.
- 4. Offer Validity:** This offer is valid till **09/23/2022**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **09/22/2022**. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
- 5. Offer Conditions:** This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
- 6. Date of Joining:** Your tentative date of joining is **09/23/2022**.
- 7. Location:** Your work location will be **Bangalore, India**.

Please refer to the enclosed document on "Terms & Conditions of Employment", applicable upon your employment. Please Sign and handover the copy along with this offer letter. We wish you a long & successful tenure with us and looking forward to working with you.

Best regards,



Arif Khan (VP - HR)

Date:09/21/2022

Syed Eliyas

Date:09/21/2022

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**COMPENSATION AT A GLANCE**

Syed Eliyas

Designation: Trainee - Software

Place: Bangalore, India.

Date: 09/21/2022

Salary Break-Up	
A. Components	Amount in INR
Basic	180,000.00
House Rent Allowance	72,000.00
Ad hoc Allowance	1,320.00
ST Bonus	32,760.00
Flexi Benefit Plan (FBP)*	3,670.00
B. Retirals & Benefits	
Company contribution to Provident Fund	21,600.00
Company contribution to Gratuity Fund	8,650.00
ESI Employer Contribution	0.00
<b>Total</b>	<b>320,000.00</b>

Medical Insurance, ESI and Group Personal Accidental Insurance coverage will be as per the company policy.

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**Note:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations as applicable from time to time.

Sincerely,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

**I accept the offer as outlined above.**

**Syed Eliyas**

**Date:09/21/2022**

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## ANNEXURE 1

### Total Rewards and Benefits

SLK continuously strives to provide best in-class benefits to you.

Apart from your salary, you are also entitled to numerous monetary and non-monetary benefits. Some of the more significant ones are listed below for your quick reference.

#### 1. Benefits under CTC:

- **Flexible Benefit Plan (FBP):** gives you a flexibility to design your salary structure to make it tax friendly. Within the FBP amount you can claim against various specified expenses. ESC Medclaim & GPA Insurance is part of FBP.
- **Group Medi-claim Insurance:** It provides pre-defined insurance coverage to you and your dependents against (only spouse and children) expenses related to hospitalization due to illness, disease or injury. The premium of this policy is part of your CTC.
- **Executive Health Checkup:** SLK has tied up with reputed hospitals for periodic employee health checkups. You can avail the Executive Health Checkup Benefits once in 2 years.

#### 2. Holidays, Paid Leave & Encashment:

SLK strives to create and maintain a balanced work schedule for you through our distinct leave and holiday programs.

- **National and Festival holidays:** 11 days every calendar year.
- **Paid Leaves (PL):** 24 days per annum. You get 2 days of PLs per month, every year.
- **PL encashment:** Un-availed PLs over and above 48 days shall be encashed at the end of the financial year.
- **Maternity Leave:** Female employees can take 26 weeks of paid leaves and an extension of up to one month in cases of continued sickness, as per Maternity Benefits Act. Additionally, an extension up to 6 months is permissible, as a combination of PL, work from home, part time work or leave without pay, subject to approval.
- **Miscarriage Leave:** In case of miscarriage, female employees are eligible for 6 weeks of miscarriage leave.
- **Paternity leave:** New fathers are entitled to 5 days of paid paternity leave for the first two children.
- **Adoption Leave:** If you are adopting a child, you are eligible for 12 weeks of paid adoption leave.
- **Sabbatical leave:** Employees have an option to avail 3-12 months of leave on loss of pay as per the Sabbatical leave policy.

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### 3. Other Benefits:

- **Shift Allowance:** It is applicable to employees who work in shifts, other than the general shift.
- **Salary Advance Policy:** You can avail a salary advance in case of medical emergencies or marriage.
- **Sponsorship on Certifications:** You can get sponsorships to pursue certifications as per policy.
- **Group Term Life Insurance (GTLI):** It provides a lump sum benefit in the unfortunate event of Death, Total & Permanent Disability or Terminal Illness. The coverage is as per the policy.

*Note: Please access Converge for more details on the applicability and eligibility criteria of the above-stated benefits.*

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### JOINING FORMALITIES

**Required Documents:** Please carry the originals of the below stated documents on the Onboarding Day, without fail. These originals will be verified against the scanned documents you have already uploaded in SuccessFactors application, during your interview and Offer process.

Sl.No.	Particulars of documents
1.	SLK Accepted Offer Letter
2.	Relieving letter & Service Certificate / Proof of submission of resignation Or Resignation acceptance - Immediate previous employer
3.	Last 3 months salary certificate / pay slip from immediate previous employer
4.	Relieving letter / Service Certificate from all previous employers
5.	Professional certifications, if any
6.	Degree /PG / Masters Certificate ( <b>Convocation</b> ) and Marks Sheet. Provisional Certificate will not be accepted.
7.	Pre University Marks Card / 12th Standard or Higher Secondary certificate
8.	SSLC Marks Card / 10th Standard certificate
9.	Passport (including VISA copy, if any)
10.	Voters ID / Driving License
11.	Aadhar Card
12.	Provident Fund - Universal Account Number (UAN)
13.	<ul style="list-style-type: none"> <li>• 3 Recent passport size photographs with <b>White Background</b></li> <li>• Size Should be <b>3.5 cm X 4.5 cm</b></li> <li>• <b>Dress Code for Men:</b> Blazer, Dark coloured shirts and ties complementing the shirt</li> <li>• <b>Dress Code for Women:</b> Indian Formals - Sari, Western Formals - Blazer, Shirt and Trousers, Minimal Jewelry</li> <li>• Well dressed and groomed</li> </ul>
14.	Latest Form 16 or Current financial year Income Tax computation sheet
15.	PAN Card
16.	Deputation Letter – To be submitted by employees who are deputed from their Primary employer/Parent company.

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### Onboarding

Please report to the following address (Onboarding Venue) by **09:30 AM IST** to complete your joining formalities. One of our executives from the HRM function will be happy to receive you and assist you during the Onboarding & Assimilation process.

**SLK Software Pvt Ltd  
SEZ UNIT II, "SLK Green Park",  
Tower A, 4th to 7th Floors, Amin Properties LLP SEZ,  
Pujanahalli Village, Devanahalli Taluk,  
Bangalore Rural - 562 110, Karnataka (India).**

Please feel free to contact the respective recruiter through email or call at **080-41805721** or **080 – 66904721** for any clarification.

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Date:09/21/2022

## TERMS & CONDITIONS OF EMPLOYMENT

Mr./Ms. Syed Eliyas

NBC Street madras road Kadapa, Andhra Pradesh, 516001

In continuation to our Offer of Employment dated **09/21/2022**, please review carefully the Terms & Conditions, which are applicable.

- **Pre-Employment Medical Checkup:** Your appointment is subject to being found medically fit. To this extent you will be required to undergo certain medical tests at the medical establishment stated in the attached reference letter. Please contact the medical establishment directly to fix up an appointment and ensure that you undergo the tests before the joining date i.e. **09/23/2022**.
- **Background check:** All information & documents submitted by you to the Company are subjected to verification by the Company or an external agency appointed by the Company, at any time during your employment with the Company. You hereby authorize the Company or any external agency, appointed by the Company, to verify your identity, address, antecedents, criminal records (wherever deemed fit) and educational qualification, employment history and any other details that would be needed as per the Company policy, prior to or upon your joining the Company, or thereafter. You are expected to extend your full co-operation during the verification. This Offer of Appointment is subject to clearing the Background Check and verification of all documents submitted by you to the Company. If you fail to co-operate or clear the Background Check, or if the information or documents provided by you are proved to be untrue, the Company reserves the right to withdraw this offer or terminate your employment, without any liability to the Company.
- **Role Expectations:**
  - At SLK, we are driven by honesty, dedication, and integrity. As an employee of SLK, you must not engage in any other business, or render professional services either on a full-time or a part-time basis.
  - Confidentiality and Data security are of utmost priority. You must keep your work strictly confidential and not divulge or disclose to any person or entity, during the term of your employment with the Company and thereafter. Any information related to the Company, its employees or associates, whom you became aware of during the term of your employment, must be treated with high confidentiality. You must not act in any manner, which is prejudicial or detrimental to the reputation and standing of the Company.
  - Upon your joining the Company, you are required to execute various Employment Agreements governing the terms of your employment with the Company.
- **Full time employment:** As a full time employee of the Company, you cannot take up any other work for remuneration or on advisory capacity in any other trade or business associated with the similar business areas of SLK, during the period of your employment, without prior permission in writing.

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- **Transfer:** You are liable to be transferred or deputed, as the Company may determine, to any other location, department, or branch of the Company or its customers' sites in India or overseas.
- **Working Hours:** The official business hours on weekdays i.e. from Monday to Friday is from 9:30 AM to 6:30 PM. However, you are expected to work for a minimum of 9 hours per day, and have a flexibility to alter your work timings suitable to your Customer Business Unit or Function. If you work in projects that demand working on different shifts, then the work days, weekly offs and shift timings will be dependent on what is rostered by your Manager.
- **Leave and Holiday:** The current benefits include –
  - Eleven (11) days National and Festival holidays every calendar year.
  - Twenty Four (24) days Paid Leave (PL) per financial year of service - You are eligible for 2 days of PL per month on a pro-rated basis, based on the number of days worked.
  - 26 weeks of Maternity Leave, Twelve (12) weeks of Adoption Leave, Six (6) weeks of miscarriage Leave, as applicable, after completion of 160 days tenure in the Company.
  - Five (5) days of Paternity or Adoption Leave, as applicable.
- **Performance:** You must perform in your role and responsibilities as per the expectations of the Company. In case your performance is not up to the expected levels, you will be informed and provided guidance through the Performance Improvement Plan (PIP). If you are not performing to the expectation even after providing PIP support, the Company reserves the right to terminate your employment.
- **Salary Review:** Your compensation will be reviewed after 12 months based on your performance. Your next performance based compensation review will happen periodically as per the policy of the Company.
- **Employee Provident Fund and Pension Scheme:** You are required to make a contribution of 12% of Basic Salary, as per the provisions of the Provident Fund Act. The company will make appropriate contribution as required by the EPF Act towards PF & Pension Fund that is part of your CTC.
- **Gratuity:** You are eligible for payment of Gratuity as per the provisions of the Gratuity Act.
- **Personal Accident and Group Mediclaim coverage or ESI:** You will be covered under the Personal Accidental Insurance Policy and Group Mediclaim Policy, commencing from your date of joining. Or you will be covered under ESI, if you are eligible for the ESI benefit, as per the ESI Act.
- **Code of Conduct:** You must abide by the Code of Conduct policy of the Company, which will be communicated to you. In the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties detrimental to the Company's interests, the company has the discretion to initiate necessary disciplinary action against you that can also result with termination of your services, as it deems fit and without any notice pay whats ever.

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- **Sexual Harassment:** The Company disapproves any sexual harassment, which includes unwelcome behavior of sexual nature, whether direct or by implication. Indulging in sexual harassment is misconduct under the provisions of the Conduct and Discipline rules.
- **Expense Settlement:** In case of voluntary separation with the company within one year of date of joining, all expenses incurred by the Company on relocation or any other settlement expenses, until explicitly communicated in writing, shall be reimbursed by you, to the Company. Your Separation process will be withheld, if the above stated settlements are not closed by you.
- **Information Security:** SLK is an ISO 27001 certified Company and has a well laid Information Security framework. You are expected to understand, accept and abide by the policies and procedures related to Information Security and safeguard Company and customer information.
- **Personal Information:** Personal information, which includes individual information such as Bank account, credit card, debit card or other payment instrument details, health information, medical records, are classified as 'Confidential information' and handled accordingly. You hereby agree & authorize the Company to disclose such personal information to third parties, as required for business purposes only.
- **Confidential Information:** You will not at any time, without the consent of the Chief Executive Officer, disclose, divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, which may be confided to you or become known to you in the course of your service or otherwise. To this extent, you will be required to sign necessary agreements as may be required by the Company or as per any requirements of the customers of the Company.
- **Protection of Intellectual Property:** You may during the course of rendering your duties as an employee, create, discover or invent Intellectual Property. All such Intellectual Property is the property of the Company and you agree that all such Intellectual Property is created as a "Work for Hire". You hereby agree that all Intellectual Property Rights related to inventions at work done by you during the course of your employment will vest solely with the Company. You also hereby agree to irrevocably assign, transfer, grant and convey to the Company and its successors all rights, title interest in and to such work or invention, including but not limited to all intellectual property rights represented or embodied therein. Wherever required you need to sign and execute the required, assignment agreements and documents to allow the Company to fully acquire such rights as per the requirements of the applicable law.
- **Use of Software Licenses / Internet / E-Mail:** Usage of software or email ID, not provided to you officially in the time of work, is prohibited. The Company disclaims any misuse or illegal use of Software Licenses available on the Internet or otherwise, access to Internet, Company's e-mail or such other facilities as may be extended to the employees. You will be required to sign an undertaking to this effect.
- **Notice period:** The contract of employment can be terminated by either party by giving the other ninety (90) days' prior notice. The Company reserves the right to pay or recover Basic Salary in lieu of notice period.
- **Retirement:** The retirement age is 58 years. Based on business exigencies the Retirement age may be extended up to 60 Years. Terms of the extension will be communicated in writing.

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- **On Separation:** On cessation of your employment with the Company, you must immediately hand over to the Company before you are relieved, all the correspondence, RSA token, specifications, books, literature, drawings and other records belonging to the Company or relating to its business. You must not make or retain any copies of the same immediately after serving the notice of termination of services to the Company. The Company will notify you to whom you will hand over the property of the company. You will do all things necessary to transfer the information and knowledge pertaining to projects and assignments on which you were working. You will not be relieved from the services of the Company till the authorized person certifies taking over charge.
- **Non-Compete (On termination of your service):** You will not seek an employment or have any business association either directly or indirectly or in any manner with our customers and their associate companies during the term of your employment with the Company and for a period of one (1) year from the date of your separation with the Company. You will not in the course of any subsequent employment, use any confidential or internal information obtained during the course of your employment with the Company or during the performance of any tasks or assignment with our customers & their associate companies, agents, vendors and partners, in any manner that will compete with, or may directly cause damage to, or create a loss of business of the Company for a period of one (1) year from the date of separation.

You will not entice, induce or solicit any existing staff of the Company to separate from the Company for a period of one (1) year from the date of your separation with the Company.

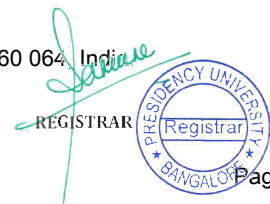
You must not use information obtained during your course of employment with the Company to engage in a business on your own account or as a partner with another person in a similar business that will in any way compete with or cause damage to the business interests of the Company for a period of two (2) years from the date of cessation of your employment with the Company.

- **Policies and Procedures:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations and information security policies as applicable from time to time.
- **Arbitration Governing Law and Jurisdiction:** This Offer of Appointment shall, in all respects, be governed by and construed in all respects in accordance with the laws of the Republic of India.

All dispute or difference arising between the parties as to the effect, validity or interpretation of this Offer of Appointment or as to their rights, duties or liabilities here under (Disputes) shall be resolved by mutual discussion.

In the event of failure to reach an amicable solution by the parties within thirty (30) days from the commencement of mutual discussions, such dispute shall be referred to and settled by Arbitration by three Arbitrators, one to be appointed by each party and the third to be appointed by the two Arbitrators. The Arbitration proceedings shall be in accordance with the Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrators shall be final and binding upon the parties. The venue of arbitration proceedings shall be Bangalore, India.

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The parties hereby agree that this Offer of Appointment shall be governed by the laws of the Republic of India and agree to submit to the exclusive jurisdiction of the courts in Bangalore, India, for initiating any legal action for enforcing any terms and conditions of rights and obligations under this Offer of Appointment.

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms & conditions of employment.

Best regards,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

I have read and understood the rules & regulations of employment, HRM policies, Information Security policies, as mentioned in this letter and agree to adhere to and abide/comply by the same. I understand and confirm that the contents of the offer & terms of appointment are **STRICTLY PERSONAL** and **CONFIDENTIAL** between me and the Company. This information must not at any time, be disclosed, divulged or discussed, except with my Reporting Manager/HR Team. Any violation of this will be deemed unprofessional and viewed seriously.

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**Syed Eliyas**

**Date:09/21/2022**

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*Sanna*  
REGISTRAR



The stamp is circular with a double border. The outer border contains the text "PRESIDENCY UNIVERSITY" at the top and "BANGALORE" at the bottom, separated by two small stars. The inner border contains the word "Registrar" in the center.

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Date:09/21/2022

Mr./Ms.P GNANESHWARI

No 8 Balaji Layout 12th cross Maruthi Badavane HAF post  
Dasarahalli Bangalore, Karnataka -560024

We are delighted to welcome YOU to an organization with the Freedom to Succeed. You will be an integral part of a high energy & dynamic work environment. We believe in deep & enduring relationships and welcome you to excel, learn, grow and build an enriching & rewarding career with us. The following points outline the offer details.

1. **Training & Probation:** You will be on training & probation for initial period of **12 months** from the date of joining.
2. **Offer Details:** We are pleased to offer you the position of "**Trainee - Software**", Grade **T1**. Your total Cost to Company(CTC) inclusive of all benefits is **INR 320,000.00/- (Rupees Three Lakh Twenty Thousand Only)**per annum. This is subject to deduction of tax at source, in accordance with the prevailing IT laws. Your compensation details are detailed in Annexure 1.
3. **Training Agreement:** You are required to sign an agreement to serve the company for a minimum period of **2 years** from the date of joining.
4. **Offer Validity:** This offer is valid till **09/23/2022**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **09/22/2022**. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
5. **Offer Conditions:** This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
6. **Date of Joining:** Your tentative date of joining is **09/23/2022**.
7. **Location:** Your work location will be **Bangalore, India**.

Please refer to the enclosed document on "Terms & Conditions of Employment", applicable upon your employment. Please Sign and handover the copy along with this offer letter. We wish you a long & successful tenure with us and looking forward to working with you.

Best regards,



Arif Khan (VP - HR)

Date:09/21/2022

P GNANESHWARI

Date:09/21/2022

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**COMPENSATION AT A GLANCE**

P GNANESHWARI

Designation: Trainee - Software

Place: Bangalore, India.

Date: 09/21/2022

Salary Break-Up	
A. Components	Amount in INR
Basic	180,000.00
House Rent Allowance	72,000.00
Ad hoc Allowance	1,320.00
ST Bonus	32,760.00
Flexi Benefit Plan (FBP)*	3,670.00
B. Retirals & Benefits	
Company contribution to Provident Fund	21,600.00
Company contribution to Gratuity Fund	8,650.00
ESI Employer Contribution	0.00
<b>Total</b>	<b>320,000.00</b>

Medical Insurance, ESI and Group Personal Accidental Insurance coverage will be as per the company policy.



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**Note:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations as applicable from time to time.

Sincerely,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

**I accept the offer as outlined above.**

**P GNANESHWARI**

**Date:09/21/2022**

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## ANNEXURE 1

### **Total Rewards and Benefits**

SLK continuously strives to provide best in-class benefits to you.

Apart from your salary, you are also entitled to numerous monetary and non-monetary benefits. Some of the more significant ones are listed below for your quick reference.

#### **1. Benefits under CTC:**

- **Flexible Benefit Plan (FBP):** gives you a flexibility to design your salary structure to make it tax friendly. Within the FBP amount you can claim against various specified expenses. ESC Medclaim & GPA Insurance is part of FBP.
- **Group Medi-claim Insurance:** It provides pre-defined insurance coverage to you and your dependents against (only spouse and children) expenses related to hospitalization due to illness, disease or injury. The premium of this policy is part of your CTC.
- **Executive Health Checkup:** SLK has tied up with reputed hospitals for periodic employee health checkups. You can avail the Executive Health Checkup Benefits once in 2 years.

#### **2. Holidays, Paid Leave & Encashment:**

SLK strives to create and maintain a balanced work schedule for you through our distinct leave and holiday programs.

- **National and Festival holidays:** 11 days every calendar year.
- **Paid Leaves (PL):** 24 days per annum. You get 2 days of PLs per month, every year.
- **PL encashment:** Un-availed PLs over and above 48 days shall be encashed at the end of the financial year.
- **Maternity Leave:** Female employees can take 26 weeks of paid leaves and an extension of up to one month in cases of continued sickness, as per Maternity Benefits Act. Additionally, an extension up to 6 months is permissible, as a combination of PL, work from home, part time work or leave without pay, subject to approval.
- **Miscarriage Leave:** In case of miscarriage, female employees are eligible for 6 weeks of miscarriage leave.
- **Paternity leave:** New fathers are entitled to 5 days of paid paternity leave for the first two children.
- **Adoption Leave:** If you are adopting a child, you are eligible for 12 weeks of paid adoption leave.
- **Sabbatical leave:** Employees have an option to avail 3-12 months of leave on loss of pay as per the Sabbatical leave policy.

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### 3. Other Benefits:

- **Shift Allowance:** It is applicable to employees who work in shifts, other than the general shift.
- **Salary Advance Policy:** You can avail a salary advance in case of medical emergencies or marriage.
- **Sponsorship on Certifications:** You can get sponsorships to pursue certifications as per policy.
- **Group Term Life Insurance (GTLI):** It provides a lump sum benefit in the unfortunate event of Death, Total & Permanent Disability or Terminal Illness. The coverage is as per the policy.

*Note: Please access Converge for more details on the applicability and eligibility criteria of the above-stated benefits.*

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### JOINING FORMALITIES

**Required Documents:** Please carry the originals of the below stated documents on the Onboarding Day, without fail. These originals will be verified against the scanned documents you have already uploaded in SuccessFactors application, during your interview and Offer process.

Sl.No.	Particulars of documents
1.	SLK Accepted Offer Letter
2.	Relieving letter & Service Certificate / Proof of submission of resignation Or Resignation acceptance - Immediate previous employer
3.	Last 3 months salary certificate / pay slip from immediate previous employer
4.	Relieving letter / Service Certificate from all previous employers
5.	Professional certifications, if any
6.	Degree /PG / Masters Certificate ( <b>Convocation</b> ) and Marks Sheet. Provisional Certificate will not be accepted.
7.	Pre University Marks Card / 12th Standard or Higher Secondary certificate
8.	SSLC Marks Card / 10th Standard certificate
9.	Passport (including VISA copy, if any)
10.	Voters ID / Driving License
11.	Aadhar Card
12.	Provident Fund - Universal Account Number (UAN)
13.	<ul style="list-style-type: none"> <li>• 3 Recent passport size photographs with <b>White Background</b></li> <li>• Size Should be <b>3.5 cm X 4.5 cm</b></li> <li>• <b>Dress Code for Men:</b> Blazer, Dark coloured shirts and ties complementing the shirt</li> <li>• <b>Dress Code for Women:</b> Indian Formals - Sari, Western Formals - Blazer, Shirt and Trousers, Minimal Jewelry</li> <li>• Well dressed and groomed</li> </ul>
14.	Latest Form 16 or Current financial year Income Tax computation sheet
15.	PAN Card
16.	Deputation Letter – To be submitted by employees who are deputed from their Primary employer/Parent company.



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### Onboarding

Please report to the following address (Onboarding Venue) by **09:30 AM IST** to complete your joining formalities. One of our executives from the HRM function will be happy to receive you and assist you during the Onboarding & Assimilation process.

**SLK Software Pvt Ltd  
SEZ UNIT II, "SLK Green Park",  
Tower A, 4th to 7th Floors, Amin Properties LLP SEZ,  
Pujanahalli Village, Devanahalli Taluk,  
Bangalore Rural - 562 110, Karnataka (India).**

Please feel free to contact the respective recruiter through email or call at **080-41805721** or **080 – 66904721** for any clarification.

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Date:09/21/2022

**TERMS & CONDITIONS OF EMPLOYMENT**

Mr./Ms.P GNANESHWARI

No 8 Balaji Layout 12th cross Maruthi Badavane HAF post Dasarahalli Bangalore, Karnataka  
-560024

In continuation to our Offer of Employment dated **09/21/2022**, please review carefully the Terms & Conditions, which are applicable.

- **Pre-Employment Medical Checkup:** Your appointment is subject to being found medically fit. To this extent you will be required to undergo certain medical tests at the medical establishment stated in the attached reference letter. Please contact the medical establishment directly to fix up an appointment and ensure that you undergo the tests before the joining date i.e. **09/23/2022**.
- **Background check:** All information & documents submitted by you to the Company are subjected to verification by the Company or an external agency appointed by the Company, at any time during your employment with the Company. You hereby authorize the Company or any external agency, appointed by the Company, to verify your identity, address, antecedents, criminal records (wherever deemed fit) and educational qualification, employment history and any other details that would be needed as per the Company policy, prior to or upon your joining the Company, or thereafter. You are expected to extend your full co-operation during the verification. This Offer of Appointment is subject to clearing the Background Check and verification of all documents submitted by you to the Company. If you fail to co-operate or clear the Background Check, or if the information or documents provided by you are proved to be untrue, the Company reserves the right to withdraw this offer or terminate your employment, without any liability to the Company.
- **Role Expectations:**
  - At SLK, we are driven by honesty, dedication, and integrity. As an employee of SLK, you must not engage in any other business, or render professional services either on a full-time or a part-time basis.
  - Confidentiality and Data security are of utmost priority. You must keep your work strictly confidential and not divulge or disclose to any person or entity, during the term of your employment with the Company and thereafter. Any information related to the Company, its employees or associates, whom you became aware of during the term of your employment, must be treated with high confidentiality. You must not act in any manner, which is prejudicial or detrimental to the reputation and standing of the Company.
  - Upon your joining the Company, you are required to execute various Employment Agreements governing the terms of your employment with the Company.
- **Full time employment:** As a full time employee of the Company, you cannot take up any other work for remuneration or on advisory capacity in any other trade or business associated with the similar business areas of SLK, during the period of your employment, without prior permission in writing.

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- **Transfer:** You are liable to be transferred or deputed, as the Company may determine, to any other location, department, or branch of the Company or its customers' sites in India or overseas.
- **Working Hours:** The official business hours on weekdays i.e. from Monday to Friday is from 9:30 AM to 6:30 PM. However, you are expected to work for a minimum of 9 hours per day, and have a flexibility to alter your work timings suitable to your Customer Business Unit or Function. If you work in projects that demand working on different shifts, then the work days, weekly offs and shift timings will be dependent on what is rostered by your Manager.
- **Leave and Holiday:** The current benefits include –
  - Eleven (11) days National and Festival holidays every calendar year.
  - Twenty Four (24) days Paid Leave (PL) per financial year of service - You are eligible for 2 days of PL per month on a pro-rated basis, based on the number of days worked.
  - 26 weeks of Maternity Leave, Twelve (12) weeks of Adoption Leave, Six (6) weeks of miscarriage Leave, as applicable, after completion of 160 days tenure in the Company.
  - Five (5) days of Paternity or Adoption Leave, as applicable.
- **Performance:** You must perform in your role and responsibilities as per the expectations of the Company. In case your performance is not up to the expected levels, you will be informed and provided guidance through the Performance Improvement Plan (PIP). If you are not performing to the expectation even after providing PIP support, the Company reserves the right to terminate your employment.
- **Salary Review:** Your compensation will be reviewed after 12 months based on your performance. Your next performance based compensation review will happen periodically as per the policy of the Company.
- **Employee Provident Fund and Pension Scheme:** You are required to make a contribution of 12% of Basic Salary, as per the provisions of the Provident Fund Act. The company will make appropriate contribution as required by the EPF Act towards PF & Pension Fund that is part of your CTC.
- **Gratuity:** You are eligible for payment of Gratuity as per the provisions of the Gratuity Act.
- **Personal Accident and Group Mediclaim coverage or ESI:** You will be covered under the Personal Accidental Insurance Policy and Group Mediclaim Policy, commencing from your date of joining. Or you will be covered under ESI, if you are eligible for the ESI benefit, as per the ESI Act.
- **Code of Conduct:** You must abide by the Code of Conduct policy of the Company, which will be communicated to you. In the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties detrimental to the Company's interests, the company has the discretion to initiate necessary disciplinary action against you that can also result with termination of your services, as it deems fit and without any notice pay whats ever.

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- **Sexual Harassment:** The Company disapproves any sexual harassment, which includes unwelcome behavior of sexual nature, whether direct or by implication. Indulging in sexual harassment is misconduct under the provisions of the Conduct and Discipline rules.
- **Expense Settlement:** In case of voluntary separation with the company within one year of date of joining, all expenses incurred by the Company on relocation or any other settlement expenses, until explicitly communicated in writing, shall be reimbursed by you, to the Company. Your Separation process will be withheld, if the above stated settlements are not closed by you.
- **Information Security:** SLK is an ISO 27001 certified Company and has a well laid Information Security framework. You are expected to understand, accept and abide by the policies and procedures related to Information Security and safeguard Company and customer information.
- **Personal Information:** Personal information, which includes individual information such as Bank account, credit card, debit card or other payment instrument details, health information, medical records, are classified as 'Confidential information' and handled accordingly. You hereby agree & authorize the Company to disclose such personal information to third parties, as required for business purposes only.
- **Confidential Information:** You will not at any time, without the consent of the Chief Executive Officer, disclose, divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, which may be confided to you or become known to you in the course of your service or otherwise. To this extent, you will be required to sign necessary agreements as may be required by the Company or as per any requirements of the customers of the Company.
- **Protection of Intellectual Property:** You may during the course of rendering your duties as an employee, create, discover or invent Intellectual Property. All such Intellectual Property is the property of the Company and you agree that all such Intellectual Property is created as a "Work for Hire". You hereby agree that all Intellectual Property Rights related to inventions at work done by you during the course of your employment will vest solely with the Company. You also hereby agree to irrevocably assign, transfer, grant and convey to the Company and its successors all rights, title interest in and to such work or invention, including but not limited to all intellectual property rights represented or embodied therein. Wherever required you need to sign and execute the required, assignment agreements and documents to allow the Company to fully acquire such rights as per the requirements of the applicable law.
- **Use of Software Licenses / Internet / E-Mail:** Usage of software or email ID, not provided to you officially in the time of work, is prohibited. The Company disclaims any misuse or illegal use of Software Licenses available on the Internet or otherwise, access to Internet, Company's e-mail or such other facilities as may be extended to the employees. You will be required to sign an undertaking to this effect.
- **Notice period:** The contract of employment can be terminated by either party by giving the other ninety (90) days' prior notice. The Company reserves the right to pay or recover Basic Salary in lieu of notice period.
- **Retirement:** The retirement age is 58 years. Based on business exigencies the Retirement age may be extended up to 60 Years. Terms of the extension will be communicated in writing.

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- **On Separation:** On cessation of your employment with the Company, you must immediately hand over to the Company before you are relieved, all the correspondence, RSA token, specifications, books, literature, drawings and other records belonging to the Company or relating to its business. You must not make or retain any copies of the same immediately after serving the notice of termination of services to the Company. The Company will notify you to whom you will hand over the property of the company. You will do all things necessary to transfer the information and knowledge pertaining to projects and assignments on which you were working. You will not be relieved from the services of the Company till the authorized person certifies taking over charge.
- **Non-Compete (On termination of your service):** You will not seek an employment or have any business association either directly or indirectly or in any manner with our customers and their associate companies during the term of your employment with the Company and for a period of one (1) year from the date of your separation with the Company. You will not in the course of any subsequent employment, use any confidential or internal information obtained during the course of your employment with the Company or during the performance of any tasks or assignment with our customers & their associate companies, agents, vendors and partners, in any manner that will compete with, or may directly cause damage to, or create a loss of business of the Company for a period of one (1) year from the date of separation.

You will not entice, induce or solicit any existing staff of the Company to separate from the Company for a period of one (1) year from the date of your separation with the Company.

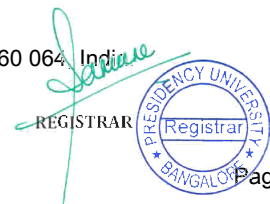
You must not use information obtained during your course of employment with the Company to engage in a business on your own account or as a partner with another person in a similar business that will in any way compete with or cause damage to the business interests of the Company for a period of two (2) years from the date of cessation of your employment with the Company.

- **Policies and Procedures:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations and information security policies as applicable from time to time.
- **Arbitration Governing Law and Jurisdiction:** This Offer of Appointment shall, in all respects, be governed by and construed in all respects in accordance with the laws of the Republic of India.

All dispute or difference arising between the parties as to the effect, validity or interpretation of this Offer of Appointment or as to their rights, duties or liabilities here under (Disputes) shall be resolved by mutual discussion.

In the event of failure to reach an amicable solution by the parties within thirty (30) days from the commencement of mutual discussions, such dispute shall be referred to and settled by Arbitration by three Arbitrators, one to be appointed by each party and the third to be appointed by the two Arbitrators. The Arbitration proceedings shall be in accordance with the Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrators shall be final and binding upon the parties. The venue of arbitration proceedings shall be Bangalore, India.

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The parties hereby agree that this Offer of Appointment shall be governed by the laws of the Republic of India and agree to submit to the exclusive jurisdiction of the courts in Bangalore, India, for initiating any legal action for enforcing any terms and conditions of rights and obligations under this Offer of Appointment.

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms & conditions of employment.

Best regards,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

I have read and understood the rules & regulations of employment, HRM policies, Information Security policies, as mentioned in this letter and agree to adhere to and abide/comply by the same. I understand and confirm that the contents of the offer & terms of appointment are **STRICTLY PERSONAL** and **CONFIDENTIAL** between me and the Company. This information must not at any time, be disclosed, divulged or discussed, except with my Reporting Manager/HR Team. Any violation of this will be deemed unprofessional and viewed seriously.

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**P GNANESHWARI**

**Date:09/21/2022**

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Date:09/21/2022

Mr./Ms. Vidyashree S

NO 310,9TH CROSS,AMBEDKAR NAGAR,VIVEKANANDHA ROAD, RAMAMURTHY NAGAR,BANGALORE-16  
BANGALORE - 560016

We are delighted to welcome YOU to an organization with the Freedom to Succeed. You will be an integral part of a high energy & dynamic work environment. We believe in deep & enduring relationships and welcome you to excel, learn, grow and build an enriching & rewarding career with us. The following points outline the offer details.

- 1. Training & Probation:** You will be on training & probation for initial period of 12 months from the date of joining.
- 2. Offer Details:** We are pleased to offer you the position of "Trainee - Software", Grade T1. Your total Cost to Company(CTC) inclusive of all benefits is **INR 320,000.00/- (Rupees Three Lakh Twenty Thousand Only)**per annum. This is subject to deduction of tax at source, in accordance with the prevailing IT laws. Your compensation details are detailed in Annexure 1.
- 3. Training Agreement:** You are required to sign an agreement to serve the company for a minimum period of 2 years from the date of joining.
- 4. Offer Validity:** This offer is valid till **09/23/2022**. Kindly ensure that you confirm your acceptance of the offer in writing, on or before **09/22/2022**. The offer stands null and void thereafter, unless the offer acceptance date is extended and communicated to you in writing. This offer supersedes all prior communication, written and oral.
- 5. Offer Conditions:** This offer and your subsequent employment is subject to your successful completion of Background check as detailed in the attached Terms and Conditions document.
- 6. Date of Joining:** Your tentative date of joining is **09/23/2022**.
- 7. Location:** Your work location will be **Bangalore, India**.  
Please refer to the enclosed document on "Terms & Conditions of Employment", applicable upon your employment. Please Sign and handover the copy along with this offer letter. We wish you a long & successful tenure with us and looking forward to working with you.

Best regards,



Arif Khan (VP - HR)

Date:09/21/2022

Vidyashree S

Date:09/21/2022

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**COMPENSATION AT A GLANCE**

Name:Vidyashree S

Designation: Trainee - Software

Place:Bangalore, India.

Date:09/21/2022

Salary Break-Up	
A. Components	Amount in INR
Basic	180,000.00
House Rent Allowance	72,000.00
Ad hoc Allowance	1,320.00
ST Bonus	32,760.00
Flexi Benefit Plan (FBP)*	3,670.00
B. Retirals & Benefits	
Company contribution to Provident Fund	21,600.00
Company contribution to Gratuity Fund	8,650.00
ESI Employer Contribution	0.00
<b>Total</b>	<b>320,000.00</b>

Medical Insurance, ESI and Group Personal Accidental Insurance coverage will be as per the company policy.

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**Note:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations as applicable from time to time.

Sincerely,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

**I accept the offer as outlined above.**

**Vidyashree S**

**Date:09/21/2022**

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## ANNEXURE 1

### Total Rewards and Benefits

SLK continuously strives to provide best in-class benefits to you.

Apart from your salary, you are also entitled to numerous monetary and non-monetary benefits. Some of the more significant ones are listed below for your quick reference.

#### 1. Benefits under CTC:

- **Flexible Benefit Plan (FBP):** gives you a flexibility to design your salary structure to make it tax friendly. Within the FBP amount you can claim against various specified expenses. ESC Medclaim & GPA Insurance is part of FBP.
- **Group Medi-claim Insurance:** It provides pre-defined insurance coverage to you and your dependents against (only spouse and children) expenses related to hospitalization due to illness, disease or injury. The premium of this policy is part of your CTC.
- **Executive Health Checkup:** SLK has tied up with reputed hospitals for periodic employee health checkups. You can avail the Executive Health Checkup Benefits once in 2 years.

#### 2. Holidays, Paid Leave & Encashment:

SLK strives to create and maintain a balanced work schedule for you through our distinct leave and holiday programs.

- **National and Festival holidays:** 11 days every calendar year.
- **Paid Leaves (PL):** 24 days per annum. You get 2 days of PLs per month, every year.
- **PL encashment:** Un-availed PLs over and above 48 days shall be encashed at the end of the financial year.
- **Maternity Leave:** Female employees can take 26 weeks of paid leaves and an extension of up to one month in cases of continued sickness, as per Maternity Benefits Act. Additionally, an extension up to 6 months is permissible, as a combination of PL, work from home, part time work or leave without pay, subject to approval.
- **Miscarriage Leave:** In case of miscarriage, female employees are eligible for 6 weeks of miscarriage leave.
- **Paternity leave:** New fathers are entitled to 5 days of paid paternity leave for the first two children.
- **Adoption Leave:** If you are adopting a child, you are eligible for 12 weeks of paid adoption leave.
- **Sabbatical leave:** Employees have an option to avail 3-12 months of leave on loss of pay as per the Sabbatical leave policy.

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### 3. Other Benefits:

- **Shift Allowance:** It is applicable to employees who work in shifts, other than the general shift.
- **Salary Advance Policy:** You can avail a salary advance in case of medical emergencies or marriage.
- **Sponsorship on Certifications:** You can get sponsorships to pursue certifications as per policy.
- **Group Term Life Insurance (GTLI):** It provides a lump sum benefit in the unfortunate event of Death, Total & Permanent Disability or Terminal Illness. The coverage is as per the policy.

*Note: Please access Converge for more details on the applicability and eligibility criteria of the above-stated benefits.*

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### JOINING FORMALITIES

**Required Documents:** Please carry the originals of the below stated documents on the Onboarding Day, without fail. These originals will be verified against the scanned documents you have already uploaded in SuccessFactors application, during your interview and Offer process.

Sl.No.	Particulars of documents
1.	SLK Accepted Offer Letter
2.	Relieving letter & Service Certificate / Proof of submission of resignation Or Resignation acceptance - Immediate previous employer
3.	Last 3 months salary certificate / pay slip from immediate previous employer
4.	Relieving letter / Service Certificate from all previous employers
5.	Professional certifications, if any
6.	Degree /PG / Masters Certificate ( <b>Convocation</b> ) and Marks Sheet. Provisional Certificate will not be accepted.
7.	Pre University Marks Card / 12th Standard or Higher Secondary certificate
8.	SSLC Marks Card / 10th Standard certificate
9.	Passport (including VISA copy, if any)
10.	Voters ID / Driving License
11.	Aadhar Card
12.	Provident Fund - Universal Account Number (UAN)
13.	<ul style="list-style-type: none"> <li>• 3 Recent passport size photographs with <b>White Background</b></li> <li>• Size Should be <b>3.5 cm X 4.5 cm</b></li> <li>• <b>Dress Code for Men:</b> Blazer, Dark coloured shirts and ties complementing the shirt</li> <li>• <b>Dress Code for Women:</b> Indian Formals - Sari, Western Formals - Blazer, Shirt and Trousers, Minimal Jewelry</li> <li>• Well dressed and groomed</li> </ul>
14.	Latest Form 16 or Current financial year Income Tax computation sheet
15.	PAN Card
16.	Deputation Letter – To be submitted by employees who are deputed from their Primary employer/Parent company.

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### Onboarding

Please report to the following address (Onboarding Venue) by **09:30 AM IST** to complete your joining formalities. One of our executives from the HRM function will be happy to receive you and assist you during the Onboarding & Assimilation process.

**SLK Software Pvt Ltd  
SEZ UNIT II, "SLK Green Park",  
Tower A, 4th to 7th Floors, Amin Properties LLP SEZ,  
Pujanahalli Village, Devanahalli Taluk,  
Bangalore Rural - 562 110, Karnataka (India).**

Please feel free to contact the respective recruiter through email or call at **080-41805721** or **080 – 66904721** for any clarification.

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contact@slkgroup.com



Date:09/21/2022

## TERMS & CONDITIONS OF EMPLOYMENT

Mr./Ms. Vidyashree S

NO 310,9TH CROSS,AMBEDKAR NAGAR,VIVEKANANDHA ROAD, RAMAMURTHY NAGAR,BANGALORE-16  
BANGALORE - 560016

In continuation to our Offer of Employment dated 09/21/2022, please review carefully the Terms & Conditions, which are applicable.

- **Pre-Employment Medical Checkup:** Your appointment is subject to being found medically fit. To this extent you will be required to undergo certain medical tests at the medical establishment stated in the attached reference letter. Please contact the medical establishment directly to fix up an appointment and ensure that you undergo the tests before the joining date i.e. 09/23/2022.
- **Background check:** All information & documents submitted by you to the Company are subjected to verification by the Company or an external agency appointed by the Company, at any time during your employment with the Company. You hereby authorize the Company or any external agency, appointed by the Company, to verify your identity, address, antecedents, criminal records (wherever deemed fit) and educational qualification, employment history and any other details that would be needed as per the Company policy, prior to or upon your joining the Company, or thereafter. You are expected to extend your full co-operation during the verification. This Offer of Appointment is subject to clearing the Background Check and verification of all documents submitted by you to the Company. If you fail to co-operate or clear the Background Check, or if the information or documents provided by you are proved to be untrue, the Company reserves the right to withdraw this offer or terminate your employment, without any liability to the Company.
- **Role Expectations:**
  - At SLK, we are driven by honesty, dedication, and integrity. As an employee of SLK, you must not engage in any other business, or render professional services either on a full-time or a part-time basis.
  - Confidentiality and Data security are of utmost priority. You must keep your work strictly confidential and not divulge or disclose to any person or entity, during the term of your employment with the Company and thereafter. Any information related to the Company, its employees or associates, whom you became aware of during the term of your employment, must be treated with high confidentiality. You must not act in any manner, which is prejudicial or detrimental to the reputation and standing of the Company.
  - Upon your joining the Company, you are required to execute various Employment Agreements governing the terms of your employment with the Company.
- **Full time employment:** As a full time employee of the Company, you cannot take up any other work for remuneration or on advisory capacity in any other trade or business associated with the similar business areas of SLK, during the period of your employment, without prior permission in writing.

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- **Transfer:** You are liable to be transferred or deputed, as the Company may determine, to any other location, department, or branch of the Company or its customers' sites in India or overseas.
- **Working Hours:** The official business hours on weekdays i.e. from Monday to Friday is from 9:30 AM to 6:30 PM. However, you are expected to work for a minimum of 9 hours per day, and have a flexibility to alter your work timings suitable to your Customer Business Unit or Function. If you work in projects that demand working on different shifts, then the work days, weekly offs and shift timings will be dependent on what is rostered by your Manager.
- **Leave and Holiday:** The current benefits include –
  - Eleven (11) days National and Festival holidays every calendar year.
  - Twenty Four (24) days Paid Leave (PL) per financial year of service - You are eligible for 2 days of PL per month on a pro-rated basis, based on the number of days worked.
  - 26 weeks of Maternity Leave, Twelve (12) weeks of Adoption Leave, Six (6) weeks of miscarriage Leave, as applicable, after completion of 160 days tenure in the Company.
  - Five (5) days of Paternity or Adoption Leave, as applicable.
- **Performance:** You must perform in your role and responsibilities as per the expectations of the Company. In case your performance is not up to the expected levels, you will be informed and provided guidance through the Performance Improvement Plan (PIP). If you are not performing to the expectation even after providing PIP support, the Company reserves the right to terminate your employment.
- **Salary Review:** Your compensation will be reviewed after 12 months based on your performance. Your next performance based compensation review will happen periodically as per the policy of the Company.
- **Employee Provident Fund and Pension Scheme:** You are required to make a contribution of 12% of Basic Salary, as per the provisions of the Provident Fund Act. The company will make appropriate contribution as required by the EPF Act towards PF & Pension Fund that is part of your CTC.
- **Gratuity:** You are eligible for payment of Gratuity as per the provisions of the Gratuity Act.
- **Personal Accident and Group Mediclaim coverage or ESI:** You will be covered under the Personal Accidental Insurance Policy and Group Mediclaim Policy, commencing from your date of joining. Or you will be covered under ESI, if you are eligible for the ESI benefit, as per the ESI Act.
- **Code of Conduct:** You must abide by the Code of Conduct policy of the Company, which will be communicated to you. In the event of any discrepancy or untrue information found in your application form or resume, willful neglect of your duties, breach of trust, gross indiscipline or any other serious dereliction of duties detrimental to the Company's interests, the company has the discretion to initiate necessary disciplinary action against you that can also result with termination of your services, as it deems fit and without any notice pay whats ever.

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- **Sexual Harassment:** The Company disapproves any sexual harassment, which includes unwelcome behavior of sexual nature, whether direct or by implication. Indulging in sexual harassment is misconduct under the provisions of the Conduct and Discipline rules.
- **Expense Settlement:** In case of voluntary separation with the company within one year of date of joining, all expenses incurred by the Company on relocation or any other settlement expenses, until explicitly communicated in writing, shall be reimbursed by you, to the Company. Your Separation process will be withheld, if the above stated settlements are not closed by you.
- **Information Security:** SLK is an ISO 27001 certified Company and has a well laid Information Security framework. You are expected to understand, accept and abide by the policies and procedures related to Information Security and safeguard Company and customer information.
- **Personal Information:** Personal information, which includes individual information such as Bank account, credit card, debit card or other payment instrument details, health information, medical records, are classified as 'Confidential information' and handled accordingly. You hereby agree & authorize the Company to disclose such personal information to third parties, as required for business purposes only.
- **Confidential Information:** You will not at any time, without the consent of the Chief Executive Officer, disclose, divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, which may be confided to you or become known to you in the course of your service or otherwise. To this extent, you will be required to sign necessary agreements as may be required by the Company or as per any requirements of the customers of the Company.
- **Protection of Intellectual Property:** You may during the course of rendering your duties as an employee, create, discover or invent Intellectual Property. All such Intellectual Property is the property of the Company and you agree that all such Intellectual Property is created as a "Work for Hire". You hereby agree that all Intellectual Property Rights related to inventions at work done by you during the course of your employment will vest solely with the Company. You also hereby agree to irrevocably assign, transfer, grant and convey to the Company and its successors all rights, title interest in and to such work or invention, including but not limited to all intellectual property rights represented or embodied therein. Wherever required you need to sign and execute the required, assignment agreements and documents to allow the Company to fully acquire such rights as per the requirements of the applicable law.
- **Use of Software Licenses / Internet / E-Mail:** Usage of software or email ID, not provided to you officially in the time of work, is prohibited. The Company disclaims any misuse or illegal use of Software Licenses available on the Internet or otherwise, access to Internet, Company's e-mail or such other facilities as may be extended to the employees. You will be required to sign an undertaking to this effect.
- **Notice period:** The contract of employment can be terminated by either party by giving the other ninety (90) days' prior notice. The Company reserves the right to pay or recover Basic Salary in lieu of notice period.
- **Retirement:** The retirement age is 58 years. Based on business exigencies the Retirement age may be extended up to 60 Years. Terms of the extension will be communicated in writing.

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- **On Separation:** On cessation of your employment with the Company, you must immediately hand over to the Company before you are relieved, all the correspondence, RSA token, specifications, books, literature, drawings and other records belonging to the Company or relating to its business. You must not make or retain any copies of the same immediately after serving the notice of termination of services to the Company. The Company will notify you to whom you will hand over the property of the company. You will do all things necessary to transfer the information and knowledge pertaining to projects and assignments on which you were working. You will not be relieved from the services of the Company till the authorized person certifies taking over charge.
- **Non-Compete (On termination of your service):** You will not seek an employment or have any business association either directly or indirectly or in any manner with our customers and their associate companies during the term of your employment with the Company and for a period of one (1) year from the date of your separation with the Company. You will not in the course of any subsequent employment, use any confidential or internal information obtained during the course of your employment with the Company or during the performance of any tasks or assignment with our customers & their associate companies, agents, vendors and partners, in any manner that will compete with, or may directly cause damage to, or create a loss of business of the Company for a period of one (1) year from the date of separation.

You will not entice, induce or solicit any existing staff of the Company to separate from the Company for a period of one (1) year from the date of your separation with the Company.

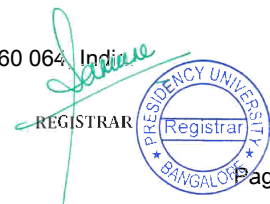
You must not use information obtained during your course of employment with the Company to engage in a business on your own account or as a partner with another person in a similar business that will in any way compete with or cause damage to the business interests of the Company for a period of two (2) years from the date of cessation of your employment with the Company.

- **Policies and Procedures:** The terms and conditions of employment, including those mentioned above, are subjected to and will be governed by the policies, rules and regulations and information security policies as applicable from time to time.
- **Arbitration Governing Law and Jurisdiction:** This Offer of Appointment shall, in all respects, be governed by and construed in all respects in accordance with the laws of the Republic of India.

All dispute or difference arising between the parties as to the effect, validity or interpretation of this Offer of Appointment or as to their rights, duties or liabilities here under (Disputes) shall be resolved by mutual discussion.

In the event of failure to reach an amicable solution by the parties within thirty (30) days from the commencement of mutual discussions, such dispute shall be referred to and settled by Arbitration by three Arbitrators, one to be appointed by each party and the third to be appointed by the two Arbitrators. The Arbitration proceedings shall be in accordance with the Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrators shall be final and binding upon the parties. The venue of arbitration proceedings shall be Bangalore, India.

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The parties hereby agree that this Offer of Appointment shall be governed by the laws of the Republic of India and agree to submit to the exclusive jurisdiction of the courts in Bangalore, India, for initiating any legal action for enforcing any terms and conditions of rights and obligations under this Offer of Appointment.

Kindly sign and return a copy of this letter as a token of your acceptance of the above terms & conditions of employment.

Best regards,

**Arif Khan (VP- HR)**

**Date:09/21/2022**

I have read and understood the rules & regulations of employment, HRM policies, Information Security policies, as mentioned in this letter and agree to adhere to and abide/comply by the same. I understand and confirm that the contents of the offer & terms of appointment are **STRICTLY PERSONAL** and **CONFIDENTIAL** between me and the Company. This information must not at any time, be disclosed, divulged or discussed, except with my Reporting Manager/HR Team. Any violation of this will be deemed unprofessional and viewed seriously.

---

**Vidyashree S**

**Date:09/21/2022**

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*Sanna*  
REGISTRAR



The stamp is a circular official seal. The outer ring contains the text "PRESIDENCY UNIVERSITY" at the top and "BANGALORE" at the bottom, separated by two small stars. The inner circle contains the word "Registrar" in the center.

**February 17, 2022**

**ShivaChandan D L**

**Sub: Letter of appointment - Operations Executive**

Dear **ShivaChandan,**

We are pleased to extend our offer to you to join **REConnect Energy Solutions Ltd.** ('the Company') on the terms and conditions set forth below.

Your title and start date will be as indicated in **Annexure A**. You will be based in **Bangalore**, and shall be responsible for various activities assigned by the company from time to time. The Company may choose to change your location after giving you prior notice of such a change. You are required to work exclusively for the Company unless you obtain prior written permission from the Company with respect to outside employment, business activity with or without remuneration for such activity. Although your employment will be with the Company, you may be seconded from time to time to other group companies of REConnect Energy from time to time at the Company's discretion. During your employment, you may be required to work from any other office that the Company or REConnect (the Group) may establish in India. In such circumstances, REConnect shall provide you travel and other assistance as is customary business practice.

During your active employment with the Company you will be eligible for compensation as indicated in the **Annexure A**, subject to the following terms and conditions:

- The fixed pay and other terms are set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with the Company's normal payroll practice.

- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances as set out in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documents, in accordance with Company policy and applicable tax regulations. Failure to provide such receipts and other documents in a timely may result in deduction of tax from the amounts payable to you.
- All payments mentioned in **Annexure A** will be made less taxes and other applicable payroll deductions.

You will be on **probation for a period of TWO months** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. During the probation period, you or the Company may terminate the employment after giving a **TWO week notice**.

If you resign from your position in the Company, you are required to provide a written notice of resignation and serve a notice period of **TWO months**. Further, if the Company asks you to leave, it shall follow the process as regard to the notice period. The Company may elect, but shall not be obliged to, terminate your employment prior to the expiry of the notice period, and make a payment in lieu of notice. The above conditions will not apply if the employment is terminated due to the following clauses:

1. Material neglect or material failure to perform your job, duties and responsibilities
2. Your failure or refusal, after due notice, to comply with lawful policies and directives of the Company
3. Your material breach of any contract or agreement between you and the Company, or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to the Company

Your commission of an act of fraud, theft, embezzlement or any other criminal offence against the Company or your engaging in unprofessional, unethical or other intentional acts that materially discredit the Company or are materially detrimental to the character, standing or reputation of the Company or any of its past or present directors or employees

Your indictment, conviction or guilty plea with respect to any felony or crime of moral turpitude

The discovery that you provided any false or misleading information that played a part in the Company's recruitment decision with respect to you

You agree that during the term of your employment with the Company and within six months from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any employee of the Company to cease their employment relationship with the Company.

You agree that during the term of your employment with the Company and within one year from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any existing client or a potential client with whom the Company was in conversation at the time of such cessation or in the last six months prior to such cessation, to cease or alter their relationship with the Company.

You further agree that during the term of your employment with the Company, you shall comply with all the provisions of the applicable Human Resource Policy (HRP) of the Company as notified and issued by the Company from time to time. Any conflict between this offer letter and the HRP with respect to the terms of the employment, the provisions made under the HRP shall be binding and applicable.

In the course of your employment with the Company, you may become aware of information that is confidential in nature, and may harm the Company's business interest if shared. This includes details of clients, potential clients, pricing and business terms, business practices, current and future business plans, and other information which may be considered Confidential. You hereby confirm that you shall keep such information confidential and you will not disclose such information directly or indirectly to any person or legal entity, without the prior written consent of the Company. If you are required by any court or under a judicial process to disclose such information you shall immediately notify the Company of such a disclosure requirement. This clause shall apply during your employment with the Company and after its cessation.

During the course of your employment, as part of performing your duties, you may develop intellectual property in the form of work documents, models, calculations, software tools, algorithms, databases, or any other information or work product, whether patented, copyrighted, or not. You agree that this will be the property of the Company and you shall not share, disseminate or use for non-Company purposes such intellectual property without the prior written consent of the Company during your employment with the Company or after its cessation.

You are required to maintain confidentiality of compensation and benefits information, and you will not share this information with anyone except immediate family members and when required by law.

Please note that the employment is of no fixed term and that either you or the Company may terminate the employment relationship at any time and for any reason, subject to the notice period clause. Any payment that may be due to the Company by you upon the termination of your employment with the Company be reduced from any amount payable to you by the Company, at the Company's discretion.



The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Indore, pursuant to the Rules of Arbitration applicable in India. The language of arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of REConnect. We hope that your association with us is of mutual benefit, learning and growth. To accept this offer, please sign it on every page (including Annexure that is enclosed) and return it within five days from the date of the letter or upon the date of joining whichever is earlier.

We are looking forward to working with you.

Sincerely,

**Bhavya Das**

Senior Manager - HR

REConnect Energy

Date: February 17, 2022

*End-of-Document*



**RECONNECT**  
ENERGY

**REConnect Energy Solutions Ltd.**  
(formerly known as REConnect Energy Solutions Pvt Ltd.)  
CIN : U72100KA2010PLC156244

+91-8882-440-440  
info@reconnectenergy.com  
www.reconnectenergy.com

### Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, of which this annexure is an integral part. All payments are subject to applicable taxes.

Name: **ShivaChandan D L**  
Title: Operations Executive  
Job Group: 12  
Date of Joining (DoJ): **February 21, 2022**

Pay Details:

Base Salary (A)		
Basic Pay & Dearness Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Special Allowances	39,185	3,265
Statutory Bonus	7,000	583
<b>Sub Total***</b>	<b>271,185</b>	<b>22,599</b>
Other Salary Components (B)		
PF (Company Contribution)	21,600	1,800
Gratuity*	7,215	601
ESIC (Company Contribution) **	0	0
<b>Sub Total</b>	<b>28,815</b>	<b>2,401</b>
<b>Total Cost to the Company (CTC) in RS. (A+B)</b>	<b>300,000</b>	<b>25,000</b>

\* - Payable Annually as per prevailing HR Policy.

\*\*\*- This is subject to the following adjustments upon payment:

- PF (Employee Contribution), if applicable
- ESIC (Employee Contribution), if applicable
- Professional taxes, if applicable
- Tax Deduction at source, if applicable

*The total annual Cost to the Company shall be Rs.3,00,000/- (Three lakhs only).*

*End-of-Annexure*



**GRIDConnect**

**Registered Office :**  
No. 15, Krishik Sarvodaya Foundation,  
Golf Avenue Road, Off Old Airport Road,  
Kodihalli, Bangalore – 560008, Karnataka, INDIA

**Other Locations :**  
REGISTRAR GENERAL, London  
P. J. S. UNIVERSITY BANGALORE

**February 17, 2022**

**Dinesh Raj S**

**Sub: Letter of appointment - Operations Executive**

Dear **Dinesh Raj,**

We are pleased to extend our offer to you to join **REConnect Energy Solutions Ltd.** ('the Company') on the terms and conditions set forth below.

Your title and start date will be as indicated in **Annexure A**. You will be based in **Bangalore**, and shall be responsible for various activities assigned by the company from time to time. The Company may choose to change your location after giving you prior notice of such a change. You are required to work exclusively for the Company unless you obtain prior written permission from the Company with respect to outside employment, business activity with or without remuneration for such activity. Although your employment will be with the Company, you may be seconded from time to time to other group companies of REConnect Energy from time to time at the Company's discretion. During your employment, you may be required to work from any other office that the Company or REConnect (the Group) may establish in India. In such circumstances, REConnect shall provide you travel and other assistance as is customary business practice.

During your active employment with the Company you will be eligible for compensation as indicated in the **Annexure A**, subject to the following terms and conditions:

- The fixed pay and other terms are set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with the Company's normal payroll practice.

- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances as set out in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documents, in accordance with Company policy and applicable tax regulations. Failure to provide such receipts and other documents in a timely may result in deduction of tax from the amounts payable to you.
- All payments mentioned in **Annexure A** will be made less taxes and other applicable payroll deductions.

You will be on **probation for a period of TWO months** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. During the probation period, you or the Company may terminate the employment after giving a **TWO week notice**.

If you resign from your position in the Company, you are required to provide a written notice of resignation and serve a notice period of **TWO months**. Further, if the Company asks you to leave, it shall follow the process as regard to the notice period. The Company may elect, but shall not be obliged to, terminate your employment prior to the expiry of the notice period, and make a payment in lieu of notice. The above conditions will not apply if the employment is terminated due to the following clauses:

1. Material neglect or material failure to perform your job, duties and responsibilities
2. Your failure or refusal, after due notice, to comply with lawful policies and directives of the Company
3. Your material breach of any contract or agreement between you and the Company, or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to the Company

Your commission of an act of fraud, theft, embezzlement or any other criminal offence against the Company or your engaging in unprofessional, unethical or other intentional acts that materially discredit the Company or are materially detrimental to the character, standing or reputation of the Company or any of its past or present directors or employees

Your indictment, conviction or guilty plea with respect to any felony or crime of moral turpitude

The discovery that you provided any false or misleading information that played a part in the Company's recruitment decision with respect to you

You agree that during the term of your employment with the Company and within six months from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any employee of the Company to cease their employment relationship with the Company.

You agree that during the term of your employment with the Company and within one year from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any existing client or a potential client with whom the Company was in conversation at the time of such cessation or in the last six months prior to such cessation, to cease or alter their relationship with the Company.

You further agree that during the term of your employment with the Company, you shall comply with all the provisions of the applicable Human Resource Policy (HRP) of the Company as notified and issued by the Company from time to time. Any conflict between this offer letter and the HRP with respect to the terms of the employment, the provisions made under the HRP shall be binding and applicable.

In the course of your employment with the Company, you may become aware of information that is confidential in nature, and may harm the Company's business interest if shared. This includes details of clients, potential clients, pricing and business terms, business practices, current and future business plans, and other information which may be considered Confidential. You hereby confirm that you shall keep such information confidential and you will not disclose such information directly or indirectly to any person or legal entity, without the prior written consent of the Company. If you are required by any court or under a judicial process to disclose such information you shall immediately notify the Company of such a disclosure requirement. This clause shall apply during your employment with the Company and after its cessation.

During the course of your employment, as part of performing your duties, you may develop intellectual property in the form of work documents, models, calculations, software tools, algorithms, databases, or any other information or work product, whether patented, copyrighted, or not. You agree that this will be the property of the Company and you shall not share, disseminate or use for non-Company purposes such intellectual property without the prior written consent of the Company during your employment with the Company or after its cessation.

You are required to maintain confidentiality of compensation and benefits information, and you will not share this information with anyone except immediate family members and when required by law.

Please note that the employment is of no fixed term and that either you or the Company may terminate the employment relationship at any time and for any reason, subject to the notice period clause. Any payment that may be due to the Company by you upon the termination of your employment with the Company be reduced from any amount payable to you by the Company, at the Company's discretion.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Indore, pursuant to the Rules of Arbitration applicable in India. The language of arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of REConnect. We hope that your association with us is of mutual benefit, learning and growth. To accept this offer, please sign it on every page (including Annexure that is enclosed) and return it within five days from the date of the letter or upon the date of joining whichever is earlier.

We are looking forward to working with you.

Sincerely,

**Bhavya Das**

Senior Manager - HR

REConnect Energy

Date: February 17, 2022

*End-of-Document*



**RECONNECT**  
ENERGY

**REConnect Energy Solutions Ltd.**  
(formerly known as REConnect Energy Solutions Pvt Ltd.)  
CIN : U72100KA2010PLC156244

+91-8882-440-440  
info@reconnectenergy.com  
www.reconnectenergy.com

### Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, of which this annexure is an integral part. All payments are subject to applicable taxes.

Name: **Dinesh Raj S**  
Title: Operations Executive  
Job Group: 12  
Date of Joining (DoJ): **February 21, 2022**

Pay Details:

Base Salary (A)		
Basic Pay & Dearness Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Special Allowances	39,185	3,265
Statutory Bonus	7,000	583
<b>Sub Total***</b>	<b>271,185</b>	<b>22,599</b>
Other Salary Components (B)		
PF (Company Contribution)	21,600	1,800
Gratuity*	7,215	601
ESIC (Company Contribution) **	0	0
<b>Sub Total</b>	<b>28,815</b>	<b>2,401</b>
<b>Total Cost to the Company (CTC) in RS. (A+B)</b>	<b>300,000</b>	<b>25,000</b>

\* - Payable Annually as per prevailing HR Policy.

\*\*\*- This is subject to the following adjustments upon payment:

- PF (Employee Contribution), if applicable
- ESIC (Employee Contribution), if applicable
- Professional taxes, if applicable
- Tax Deduction at source, if applicable

*The total annual Cost to the Company shall be Rs.3,00,000/- (Three lakhs only).*

*End-of-Annexure*



**GRIDConnect**

**Registered Office :**  
No. 15, Krishik Sarvodaya Foundation,  
Golf Avenue Road, Off Old Airport Road,  
Kodihalli, Bangalore – 560008, Karnataka, INDIA

**Other Locations :**  
REGISTRAR GENERAL, London  
REGISTRAR GENERAL, BANGALORE



**February 17, 2022**

**S R GuruPrasad**

**Sub: Letter of appointment - Operations Executive**

Dear **GuruPrasad**,

We are pleased to extend our offer to you to join **REConnect Energy Solutions Ltd.** ('the Company') on the terms and conditions set forth below.

Your title and start date will be as indicated in **Annexure A**. You will be based in **Bangalore**, and shall be responsible for various activities assigned by the company from time to time. The Company may choose to change your location after giving you prior notice of such a change. You are required to work exclusively for the Company unless you obtain prior written permission from the Company with respect to outside employment, business activity with or without remuneration for such activity. Although your employment will be with the Company, you may be seconded from time to time to other group companies of REConnect Energy from time to time at the Company's discretion. During your employment, you may be required to work from any other office that the Company or REConnect (the Group) may establish in India. In such circumstances, REConnect shall provide you travel and other assistance as is customary business practice.

During your active employment with the Company you will be eligible for compensation as indicated in the **Annexure A**, subject to the following terms and conditions:

- The fixed pay and other terms are set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with the Company's normal payroll practice.

- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances as set out in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documents, in accordance with Company policy and applicable tax regulations. Failure to provide such receipts and other documents in a timely may result in deduction of tax from the amounts payable to you.
- All payments mentioned in **Annexure A** will be made less taxes and other applicable payroll deductions.

You will be on **probation for a period of TWO months** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. During the probation period, you or the Company may terminate the employment after giving a **TWO week notice**.

If you resign from your position in the Company, you are required to provide a written notice of resignation and serve a notice period of **TWO months**. Further, if the Company asks you to leave, it shall follow the process as regard to the notice period. The Company may elect, but shall not be obliged to, terminate your employment prior to the expiry of the notice period, and make a payment in lieu of notice. The above conditions will not apply if the employment is terminated due to the following clauses:

1. Material neglect or material failure to perform your job, duties and responsibilities
2. Your failure or refusal, after due notice, to comply with lawful policies and directives of the Company
3. Your material breach of any contract or agreement between you and the Company, or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to the Company

Your commission of an act of fraud, theft, embezzlement or any other criminal offence against the Company or your engaging in unprofessional, unethical or other intentional acts that materially discredit the Company or are materially detrimental to the character, standing or reputation of the Company or any of its past or present directors or employees

Your indictment, conviction or guilty plea with respect to any felony or crime of moral turpitude

The discovery that you provided any false or misleading information that played a part in the Company's recruitment decision with respect to you

You agree that during the term of your employment with the Company and within six months from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any employee of the Company to cease their employment relationship with the Company.

You agree that during the term of your employment with the Company and within one year from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any existing client or a potential client with whom the Company was in conversation at the time of such cessation or in the last six months prior to such cessation, to cease or alter their relationship with the Company.

You further agree that during the term of your employment with the Company, you shall comply with all the provisions of the applicable Human Resource Policy (HRP) of the Company as notified and issued by the Company from time to time. Any conflict between this offer letter and the HRP with respect to the terms of the employment, the provisions made under the HRP shall be binding and applicable.

In the course of your employment with the Company, you may become aware of information that is confidential in nature, and may harm the Company's business interest if shared. This includes details of clients, potential clients, pricing and business terms, business practices, current and future business plans, and other information which may be considered Confidential. You hereby confirm that you shall keep such information confidential and you will not disclose such information directly or indirectly to any person or legal entity, without the prior written consent of the Company. If you are required by any court or under a judicial process to disclose such information you shall immediately notify the Company of such a disclosure requirement. This clause shall apply during your employment with the Company and after its cessation.

During the course of your employment, as part of performing your duties, you may develop intellectual property in the form of work documents, models, calculations, software tools, algorithms, databases, or any other information or work product, whether patented, copyrighted, or not. You agree that this will be the property of the Company and you shall not share, disseminate or use for non-Company purposes such intellectual property without the prior written consent of the Company during your employment with the Company or after its cessation.

You are required to maintain confidentiality of compensation and benefits information, and you will not share this information with anyone except immediate family members and when required by law.

Please note that the employment is of no fixed term and that either you or the Company may terminate the employment relationship at any time and for any reason, subject to the notice period clause. Any payment that may be due to the Company by you upon the termination of your employment with the Company be reduced from any amount payable to you by the Company, at the Company's discretion.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Indore, pursuant to the Rules of Arbitration applicable in India. The language of arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of REConnect. We hope that your association with us is of mutual benefit, learning and growth. To accept this offer, please sign it on every page (including Annexure that is enclosed) and return it within five days from the date of the letter or upon the date of joining whichever is earlier.

We are looking forward to working with you.

Sincerely,

**Bhavya Das**

Senior Manager - HR

REConnect Energy

Date: February 17, 2022

*End-of-Document*



**RECONNECT**  
ENERGY

**REConnect Energy Solutions Ltd.**  
(formerly known as REConnect Energy Solutions Pvt Ltd.)  
CIN : U72100KA2010PLC156244

+91-8882-440-440  
info@reconnectenergy.com  
www.reconnectenergy.com

### Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, of which this annexure is an integral part. All payments are subject to applicable taxes.

Name: **S R GuruPrasad**  
Title: Operations Executive  
Job Group: 12  
Date of Joining (DoJ): **February 21, 2022**

Pay Details:

Base Salary (A)		
Basic Pay & Dearness Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Special Allowances	39,185	3,265
Statutory Bonus	7,000	583
<b>Sub Total***</b>	<b>271,185</b>	<b>22,599</b>
Other Salary Components (B)		
PF (Company Contribution)	21,600	1,800
Gratuity*	7,215	601
ESIC (Company Contribution) **	0	0
<b>Sub Total</b>	<b>28,815</b>	<b>2,401</b>
<b>Total Cost to the Company (CTC) in RS. (A+B)</b>	<b>300,000</b>	<b>25,000</b>

\* - Payable Annually as per prevailing HR Policy.

\*\*\*- This is subject to the following adjustments upon payment:

- PF (Employee Contribution), if applicable
- ESIC (Employee Contribution), if applicable
- Professional taxes, if applicable
- Tax Deduction at source, if applicable

*The total annual Cost to the Company shall be Rs.3,00,000/- (Three lakhs only).*

*End-of-Annexure*



**GRIDConnect**

**Registered Office :**  
No. 15, Krishik Sarvodaya Foundation,  
Golf Avenue Road, Off Old Airport Road,  
Kodihalli, Bangalore – 560008, Karnataka, INDIA

**Other Locations :**  
REGISTRAR GENERAL, London  
REGISTRAR GENERAL, Bangalore



# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

RAKESH C S,  
Presidency University,  
Bangalore.

Dear RAKESH,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 21,500/Month (includes TA+HRA+PF+ESI). You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

Termination:

- a) Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.
- b) Your services are liable to be terminated, if you are medically unfit to carry out your duties.
- c) The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
- d) You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.

Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you. We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association. We wish you all the best in your career.



# SPR

## Human Capital Solutions

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**NOTE : THIS OFFER LETTER IS VALID IF YOU QUALIFIED IN MEDICAL TEST ONLY**

If you have any questions, please do not hesitate to call.

Please mail or fax your signed copy to the attention of Human Resources at the address on the offer letter.

*Mahalaxmi*



Yours sincerely

S.MAHALAXMI

Human Resources

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:

Signature

Date

---

Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258  
Visit: [www.sprhumancapitalsolutions.com](http://www.sprhumancapitalsolutions.com), Email: [hr@sprhumancapitalsolutions.com](mailto:hr@sprhumancapitalsolutions.com)





# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

LOKESH M,  
Presidency University,  
Bangalore.

Dear LOKESH,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year (one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 21,500/Month (includes TA+HRA+PF+ESI). You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

Termination:

- a) Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.
- b) Your services are liable to be terminated, if you are medically unfit to carry out your duties.
- c) The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
- d) You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.

Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you. We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association. We wish you all the best in your career.



# SPR

## Human Capital Solutions

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**NOTE : THIS OFFER LETTER IS VALID IF YOU QUALIFIED IN MEDICAL TEST ONLY**

If you have any questions, please do not hesitate to call.

Please mail or fax your signed copy to the attention of Human Resources at the address on the offer letter.

*Mahalaxmi*



Yours sincerely

S.MAHALAXMI

Human Resources

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:

Signature

Date

---

Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258  
Visit: [www.sprhumancapitalsolutions.com](http://www.sprhumancapitalsolutions.com), Email: [hr@sprhumancapitalsolutions.com](mailto:hr@sprhumancapitalsolutions.com)



# SPR

## Human Capital Solutions



### OFFER LETTER

Date: 12/02/22

PRAJWAL S,  
Presidency University,  
Bangalore.

Dear PRAJWAL,

On behalf of SPR HUMAN CAPITAL SOLUTIONS, I am pleased to offer you the Employment. You have to report to HR with an anticipated after completion of your academics year(one Month training Period) You will have various responsibilities regarding the Company's activities and businesses, as management of the Company determines from time to time.

Salary will be Rs 21,500/Month (includes TA+HRA+PF+ESI). You will be entitled to leave, holidays, benefits, and other allowances as applicable to your category of employees and location of posting, in accordance with the rules of the Company.

Code of Conduct:

The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.

You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Company /any of its personnel are not responsible for the same.

Termination:

- a) Probation period will be 3 months, during this period if company feels unsatisfactory with your work and behavior. Company reserves the right to terminate without prior notice.
- b) Your services are liable to be terminated, if you are medically unfit to carry out your duties.
- c) The Company reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
- d) You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you.

Please note that you are governed by all Rules and Regulations of the Company, which are in force from time to time, and the Company shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you. We take pleasure in welcoming you to our Organization and look forward to a mutually beneficial association. We wish you all the best in your career.



# SPR

## Human Capital Solutions

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**NOTE : THIS OFFER LETTER IS VALID IF YOU QUALIFIED IN MEDICAL TEST ONLY**

If you have any questions, please do not hesitate to call.

Please mail or fax your signed copy to the attention of Human Resources at the address on the offer letter.

*Mahalaxmi*



Yours sincerely

S.MAHALAXMI

Human Resources

Declaration

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment.

Agreed and Accepted:

Signature

Date

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Plot No: 42, Ecil x Roads, Secunderabad-500062, Contact no: 9347163827, 9346683258  
Visit: [www.sprhumancapitalsolutions.com](http://www.sprhumancapitalsolutions.com), Email: [hr@sprhumancapitalsolutions.com](mailto:hr@sprhumancapitalsolutions.com)



October 26<sup>th</sup>, 2021

RUSHALI REDDY S S,  
Bangalore

## Offer Letter

Dear RUSHALI REDDY S S,

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of “**Trainee Engineer**” with Visionet Systems Pvt. Ltd. at our **Bangalore** office. Your date of joining shall be **on or before July 04<sup>th</sup>, 2022**.

The detailed break-up of your compensation and the incentive structure is provided in the Annexure. The terms of the offer shall be included in your appointment letter, which will be issued upon your joining the company.

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

This offer will be valid subject to successful clearance of your pre-employment background verification and reference checks. Your written consent and requisite copies of documents are necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for the pre-employment background check within two business days from the date of acceptance of our offer of employment.

If you decide to accept the offer, please send us your written confirmation **on or before October 28<sup>th</sup>, 2021** post this date, this offer will automatically stand canceled. The date of joining may change subject to unforeseen events including Act of God, Lockdown, Pandemic and/or any of the Force Majeure event as explained in clause vi.

### **By accepting this offer, you are confirming that:**

- i. You have terminated or in the process of termination of your employment with your previous/current employer (if any) in compliance with their terms and conditions.
- ii. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the company or taking up this position with this company.
- iii. The company is not liable for any past dues owed by you due to the termination of any previous employment.
- iv. You are not bringing in any Intellectual Property that you do not have sole ownership of.

### **General Provisions:**

- i. **Amendment:** This Offer Letter may be amended or modified only by writing signed by both the parties.
- ii. **Assignment:** This Offer Letter may be assigned by the Company to any successor to its business or operations. Your rights hereunder may not be transferred by you except by will or by the laws of descent and distribution and except insofar as applicable law may otherwise require. Any purported assignment in violation of the preceding sentence shall be void.
- iii. **Non-Disparagement:** You will not disparage the Company or any of its affiliates, directors, officers, employees or other representatives in any manner and will in all respects avoid any negative criticism of the Company.
- iv. **Devote time:** You agree to devote all of your business time and attention to the business and affairs of the Company and to discharging the responsibilities assigned to you. This shall not preclude you engaging in charitable activities

Visionet Systems Private Limited

Registered Office : AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel : +91 80 2822 0000

Branch Office : Module # 105, TIDEL Park, ELCOT/SEZ, Coimbatore - 641 014, INDIA. Tel : +91 42 2234 77

[www.visionetsystems.com](http://www.visionetsystems.com)



and community affairs, and managing your personal affairs, so long as these activities do not interfere with the performance of your duties and responsibilities as the Company's bonafide employee.

- v. **Accountable for Social Conduct:** If you commits any act or become involved in any situation, or occurrence, which degrades you in society, or brings you into public disrepute, contempt, scandal or ridicule, or which justifiably shocks, insults or offends the community, or which reflects negatively upon you , the Company, a sponsor or a licensee of the Company's stations, or if publicity is given to any such conduct, commission or involvement on the part of you, which occurred prior to the date of this Agreement, the Company shall have the right to revoke the Offer Letter immediately.
- vi. **Force Majeure:** If during the period of issuing the Offer letter, due to labour disputes, government regulations, or because of the failure of broadcasting facilities due to war or other calamity, pandemic (collectively, "Force Majeure") the Company in good faith believes it is unable to utilize your services, the Company shall have the right to suspend the Offer Letter for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to you during any such period of suspension; provided that such suspension shall end as soon as such Force Majeure terminates.
- vii. **Verification of Details:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
- viii. **Non-Disclosure:** You agree to sign and be bound by the terms of the Non-Disclosure, Non Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered serious misconduct and breach of the terms of your employment.

We look forward to having you in our team and our mutual success.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**RUSHALI REDDY S S**  
(Signature & Date)

---

**Visionet Systems Private Limited**

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[www.visionetsystems.com](http://www.visionetsystems.com)



## Annexure I: Compensation Break-Up

Name	RUSHALI REDDY S S	
Designation	Trainee Engineer	
Particulars	Monthly (INR)	Annual (INR)
<b>Fixed Components</b>		
Basic Salary	14,470	1,73,640
Bonus	1,205	14,460
House Rent Allowance(HRA)	7,235	86,820
Special Allowance	2,423	29,076
<b>Company Contributions</b>		
Provident Fund	1,737	20,844
Gratuity	697	8,364
Medical Insurance Premium	1,400	16,800
<b>Incentives</b>		
Annual Retention Bonus		50,000
<b>ANNUAL TOTAL COST TO THE COMPANY</b>		<b>4,00,004</b>

**Notes:**

**Annual Retention Bonus:** This amount will be paid upon successful completion of 1 year. At the time of pay-out, you should be active on our rolls and should not be serving notice period.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**RUSHALI REDDY S S**  
(Signature & Date)

**Visionet Systems Private Limited**

Registered Office : AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel : +91 822 60160000

Branch Office : Module # 105, TIDEL Park, ELCOT/SEZ, Coimbatore - 641 014, INDIA. Tel : +91 422 3477

[www.visionetsystems.com](http://www.visionetsystems.com)



**OL No: TN906****28 December 2021**Dear **NIKHIL M**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with **TEACHNOOK** you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

Training Date: **21 January 2022 to 30 January 2022**OJT Start Date: **31 January 2022**OJT End Date: **30 July 2022**

Location of Training: Bangalore

Stipend: **INR 15000** Per MonthIncentives : **INR 10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2022**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

**NOTE:**

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

Date: 21<sup>st</sup> Dec 2021

## LETTER OF OFFER

Dear RAHUL A KHATOKAR,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

### **Broad Terms and Conditions:**

1. You will be required to report virtually by logging into the meeting link sent to you on **3<sup>rd</sup> January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.
2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.
1. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.
2. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com





3. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this L/O, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
4. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.
5. Please be aware that this letter of offer does not constitute a guarantee or contract of employment.
6. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.
7. You are required to provide full attention and complete your internship program successfully.
8. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.
9. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
- 10. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the Internship program.**
11. CSS Corp reserves the right to withdraw the admission at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

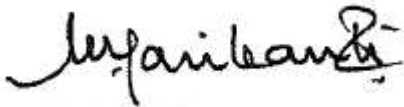


12. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.
13. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

**Welcome to CSS Corp Private Limited**

**For CSS Corp Private Limited**

A handwritten signature in black ink, appearing to read "P R Manikantan", written in a cursive style.

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

I, \_\_\_\_\_, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

4. I understand that the duration of the internship program shall be three (3) months. The internship program would be held virtually (online mode).


5. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.


6. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

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Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com

  
REGISTRAR

A circular blue stamp with the text "PRESIDENCY UNIVERSITY" around the top edge and "BANGALORE" around the bottom edge. In the center, the word "Registrar" is written in a stylized font.



result declared by CSS Corp. As a logical corollary, I will not be considered for absorption/ employment by with CSS Corp.

8. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp.

9. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

10. I understand that CSS Corp may at its sole and absolute discretion offer me a position as an "Employee" in CSS Corp on successful completion of my Internship Program on a pay scale of an **annual CTC of INR 3.2 Lacs per annum or as CSS Corp may determine at that point of time.**

11. I understand on joining CSS Corp as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with CSS Corp.

12. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

14. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name:

Signature of the Candidate

Date:



## **Annexure Curriculum Outline**

### **Networking – Curriculum Outline (Common)**

- TCP/IP Protocol Suite, Deep Dive – Protocol /Packet Level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, IPv4, IPv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

### **Troubleshooting:**

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet / session
- Log collection, analysis & interpretation
- Debugging of log files
- Using TCP/IP utilities

### **Cyber Security - Enterprise Next Gen Firewall**

- State full & Stateless Firewall & Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
- SSL / TSL - Transport Layer Security
- Firewall Clustering - Active -Active, Active-Passive
- AAA protocols

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## Definition of Terms

**Virtual Internship:** Candidates can pursue internship from their current location remotely and is not required to report the CSS Corp offices in Chennai or Hyderabad during this period.

**Cloud Labs:** Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp.

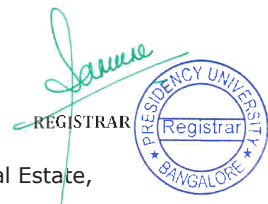
**Performance Evaluation Criteria:**

- Attendance to be maintained => 90%
- Mid & Final Assessment Scores to be maintained =>70%

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**Undertaking**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to  
undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this  
internship program and will seek for a long-term career with your esteemed organization if I am offered  
employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent



Date: 21<sup>st</sup> Dec 2021

## LETTER OF OFFER

Dear APOORVA T H,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

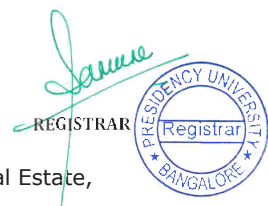
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Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com



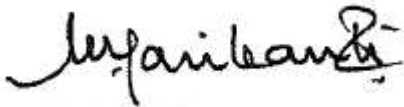
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7. You are required to provide full attention and complete your internship program successfully.
8. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.
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- 10. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the Internship program.**
11. CSS Corp reserves the right to withdraw the admission at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

12. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.
13. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

**Welcome to CSS Corp Private Limited**

**For CSS Corp Private Limited**

A handwritten signature in black ink, appearing to read "P R Manikantan", written in a cursive style.

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

I, \_\_\_\_\_, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

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5. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.


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Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com

  
REGISTRAR

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9. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

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12. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

14. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name:

Signature of the Candidate

Date:



## **Annexure Curriculum Outline**

### **Networking – Curriculum Outline (Common)**

- TCP/IP Protocol Suite, Deep Dive – Protocol /Packet Level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, IPv4, IPv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

### **Troubleshooting:**

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet / session
- Log collection, analysis & interpretation
- Debugging of log files
- Using TCP/IP utilities

### **Cyber Security - Enterprise Next Gen Firewall**

- State full & Stateless Firewall & Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
- SSL / TSL - Transport Layer Security
- Firewall Clustering - Active -Active, Active-Passive
- AAA protocols

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## Definition of Terms

**Virtual Internship:** Candidates can pursue internship from their current location remotely and is not required to report the CSS Corp offices in Chennai or Hyderabad during this period.

**Cloud Labs:** Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp.

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**Undertaking**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to  
undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this  
internship program and will seek for a long-term career with your esteemed organization if I am offered  
employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent



**Date: 21<sup>st</sup> Dec 2021**

**LETTER OF OFFER**

Dear VEDESH M,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

**Broad Terms and Conditions:**

1. You will be required to report virtually by logging into the meeting link sent to you on **3<sup>rd</sup> January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.
2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.
1. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.
2. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.



3. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this L/O, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
4. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.
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8. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.
9. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
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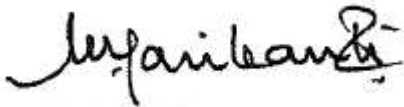


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As a token of acceptance please sign the duplicate copy of this letter and return to us.

**Welcome to CSS Corp Private Limited**

**For CSS Corp Private Limited**

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**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

I, \_\_\_\_\_, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

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REGISTRAR 

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Signature of the Candidate

Date:



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**Undertaking**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to  
undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this  
internship program and will seek for a long-term career with your esteemed organization if I am offered  
employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent



Date: 21<sup>st</sup> Dec 2021

## LETTER OF OFFER

Dear JOEL C JOHN,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

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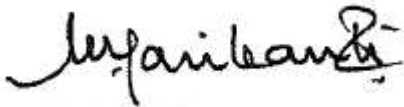
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**For CSS Corp Private Limited**

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**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

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Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com

  
REGISTRAR

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8. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp.

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14. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name:

Signature of the Candidate

Date:



## **Annexure Curriculum Outline**

### **Networking – Curriculum Outline (Common)**

- TCP/IP Protocol Suite, Deep Dive – Protocol /Packet Level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, IPv4, IPv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

### **Troubleshooting:**

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet / session
- Log collection, analysis & interpretation
- Debugging of log files
- Using TCP/IP utilities

### **Cyber Security - Enterprise Next Gen Firewall**

- State full & Stateless Firewall & Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
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**Cloud Labs:** Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp.

**Performance Evaluation Criteria:**

- Attendance to be maintained => 90%
- Mid & Final Assessment Scores to be maintained =>70%

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**Undertaking**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in \_\_\_\_\_  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this internship program and will seek for a long-term career with your esteemed organization if I am offered employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent



Date: 21<sup>st</sup> Dec 2021

## LETTER OF OFFER

Dear GAYATHRI,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.



### **Broad Terms and Conditions:**

1. You will be required to report virtually by logging into the meeting link sent to you on **3<sup>rd</sup> January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.
2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.
1. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.
2. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

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A handwritten signature in blue ink, appearing to read "Sanne".  
REGISTRAR  
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3. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this L/O, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
4. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.
5. Please be aware that this letter of offer does not constitute a guarantee or contract of employment.
6. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.
7. You are required to provide full attention and complete your internship program successfully.
8. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.
9. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
- 10. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the Internship program.**
11. CSS Corp reserves the right to withdraw the admission at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

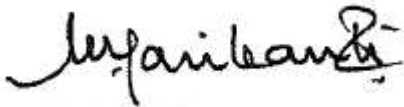


12. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.
13. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

**Welcome to CSS Corp Private Limited**

**For CSS Corp Private Limited**

A handwritten signature in black ink, appearing to read "P R Manikantan".

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

I, \_\_\_\_\_, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

4. I understand that the duration of the internship program shall be three (3) months. The internship program would be held virtually (online mode).


5. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.


6. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the

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Name:

Signature of the Candidate

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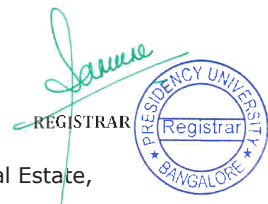
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**Undertaking**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to  
undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this  
internship program and will seek for a long-term career with your esteemed organization if I am offered  
employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent



Date: 21<sup>st</sup> Dec 2021

## LETTER OF OFFER

Dear SHIVAKUMAR V HULIPALLED,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

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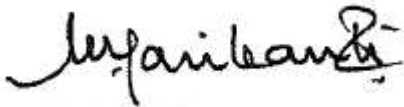
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**Welcome to CSS Corp Private Limited**

**For CSS Corp Private Limited**

A handwritten signature in black ink, appearing to read "P R Manikantan", written in a cursive style.

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

I, \_\_\_\_\_, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

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REGISTRAR

A circular blue stamp of the Registrar, Presidency University, Bangalore. The text "REGISTRAR" is written across the center of the stamp, and "PRESIDENCY UNIVERSITY" and "BANGALORE" are written around the perimeter.



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Signature of the Candidate

Date:



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- Mid & Final Assessment Scores to be maintained =>70%

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com





**Undertaking**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in \_\_\_\_\_  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this internship program and will seek for a long-term career with your esteemed organization if I am offered employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent



22-Nov-21

Mr. Akhil A S  
#114,4Th Main ,Anjaneya Swamy Temple  
Road,Uttarahalli , Bangalore, Karnataka - 560061

**SUB: LETTER OF OFFER TO HIRE**

Dear Akhil A S,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you have any questions regarding the above, please do not hesitate to write to [silpa.moola@wisseninfotech.com](mailto:silpa.moola@wisseninfotech.com).

Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi S*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. Bera Subrat Sapan**  
**D-94 Shiromani Bunglows 100Ft Road Nr Mangal**  
**Pandey Hall Nikol, Ahmedabad, Gujarat - 382415**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Bera Subrat Sapan,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Ms. Sukrutha Sanipalli**  
**Munimadugu Village Anantapur District Andhra Pradesh, Penukonda, Anantapur, Andhra Pradesh - 515164**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Sukrutha Sanipalli,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Ms.Jathasya Aluru**

**B-10-212-2/3, Gandhi Nagar, Near Saibaba Temple,  
Buchireddypalem, Nellore, Andhra Pradesh - 524305**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Jathasya Aluru,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Ms. Sayeeda Shaista Ilyas**  
**#6, 8Th Cross Rna Towers , Flat No.401 Sultanpalya**  
**Rt Nagar, Bangalore, Karnataka - 560032**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Sayeeda Shaista Ilyas,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Mr. Surya Prakash R**  
**#10/A Near Adarsha School Suberdrpalaya**  
**Yeswanthpur Bangalore, Karnataka - 560022**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Surya Prakash R,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**



22-Nov-21

**Mr. Bhanu Nagendra Sandeep Yenduri**  
**6/108, Elamarru (Post), Pedaparupudi Mandal,**  
**Elamarru, Krishna, Andhra Pradesh - 521148**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Bhanu Nagendra Sandeep Yenduri,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Mr. Revanth Kumar Kandra**  
1-25/8, Madugupalli, Anantapur, Andhra Pradesh -  
515425

**SUB: LETTER OF OFFER TO HIRE**

**Dear Revanth Kumar Kandra,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. Suraj P**  
947/A 6Th Cross 11Th Main Srinivasnagar  
Bankcolony, Bangalore, Karnataka - 560050

**SUB: LETTER OF OFFER TO HIRE**

Dear Suraj P,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Ms. D M Monisha**  
#484/455, Kcc Center, Kogilu Main Road,  
Maruthinagar, Yelahanka, Bangalore, Karnataka -  
560064

**SUB: LETTER OF OFFER TO HIRE**

Dear D M Monisha,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. Panyam Shaik Fayaz**  
4/32 P.W.D.Colony, Mylavaram., Cuddapah,  
Cuddapah, Andhra Pradesh - 516439

**SUB: LETTER OF OFFER TO HIRE**

Dear Panyam Shaik Fayaz,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. J Abhishek**  
#15/1,7 Th Cross ,Shanthi Layout ,Ramamurthy  
Nagar, Bangalore,Karnataka - 560016

**SUB: LETTER OF OFFER TO HIRE**

Dear J Abhishek,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. Chinnala Uday Kumar**  
**Joginaidu,1-89, Tungatampara (Vill & Post),**  
**Hiramandalam (Mandal), Srikakulam Dist., Andhra**  
**Pradesh., Srikakulam, Andhra Pradesh - 532459**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Chinnala Uday Kumar,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Ms. Spoorthi S**  
**#190, 4Th, 'B' Cross, Jakkur Layout, Bangalore-64,**  
**Bangalore, Karnataka - 560064**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Spoorthi S,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Warm Regards,  
**For Wissen Infotech**

*Bhanumathi S*

**Bhanumathi Santhosh**  
**Manager – HR**



22-Nov-21

**Ms. C H Poojasathvika**  
**D/O C H Muralikrishna Hanchinal Camp U**  
**Hanchinal (U) Hampanahal Sindhanur Raichur**  
**Karnataka-584124, Sindhanur, Raichur, Karnataka -**

**SUB: LETTER OF OFFER TO HIRE**

**Dear C H Poojasathvika,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Mr. Sathish B**  
**Rajanukunte Venugopalswamy Layout, Bangalore,**  
**Karnataka - 560064**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Sathish B,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

Should you meet the conditions of employment, your **Total Cost to Company** will be **INR 400000.00** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This letter of offer would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc. Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification with 65%/6.5+CGPA and having completed all studies, course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Ms. Raksha Roshni**

**Shree Raksha, #136-2, Ombathudandige, L.L.Road,  
Kundapura, Udipi Dist., Udupi, Udupi, Karnataka -  
576201**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Raksha Roshni,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Mr. Akash Behera**  
**H.No 120, Cambridge Layout 5Th Cross Road,**  
**Bangalore,Karnataka - 560008**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Akash Behera,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Mr. Passavula Venkata Vijay Shankar**  
1-7 Mandapam Street, Owk(V/M), Kurnool District.,  
Kurnool, Andhra Pradesh - 518122

**SUB: LETTER OF OFFER TO HIRE**

**Dear Passavula Venkata Vijay Shankar,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

Your offer of employment is subject to your successful completion of a background and reference check, your execution of certain agreements, your submitting the relevant documents, and other internal approvals.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. Kappeta Madhusudhan Reddy**  
7-15-115\A Prashanthi Nagar, Giddalur, Prakasam,  
Andhra Pradesh - 523357

**SUB: LETTER OF OFFER TO HIRE**

**Dear Kappeta Madhusudhan Reddy,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. Vardhan Dinesh**

**House No.303, Csr Aster, 7Th Cross, Vijaya Bank  
Colony, Bangalore/Banaswadi, Bangalore/Banaswadi,  
Karnataka - 560043**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Vardhan Dinesh,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Mr. M Jahid Hussain**  
12-2-229, Near Vijayanagara Law College, Ashok  
Nagar Extn, Ananthapur, Ananthapur, Andhra  
Pradesh - 515001

**SUB: LETTER OF OFFER TO HIRE**

Dear M Jahid Hussain,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR



22-Nov-21

**Mr. Bhumireddy Saicharan Kumar Reddy**  
4-1-119, Ankamma Street, Pulivendula, Kadapa,  
Cuddapah, Cuddapah, Andhra Pradesh - 516390

**SUB: LETTER OF OFFER TO HIRE**

Dear **Bhumireddy Saicharan Kumar Reddy**,

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. Sanjeeth Singh**  
#69, 5Th Cross, Seethappa Layout , Rt Nagar,  
Bangalore, Bangalore, Bangalore, Karnataka - 560032

**SUB: LETTER OF OFFER TO HIRE**

**Dear Sanjeeth Singh,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
Manager – HR

22-Nov-21

**Mr. Mohammed Furqan Ahmed**  
**Flat No. G-1137, G-Block, Brigade Northridge, Kogilu**  
**Main Road, Bangalore - 560064, Bangalore,**  
**Bangalore, Karnataka - 560064**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Mohammed Furqan Ahmed,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

22-Nov-21

**Ms. Supriya A R**  
**Bhatlahalli, Chinthamani (T), Chikkaballapur,**  
**Chikkaballapur, Karnataka - 563123**

**SUB: LETTER OF OFFER TO HIRE**

**Dear Supriya A R,**

**Congratulations!** Further to your application for Employment with Wissen Infotech (the 'Company') and the subsequent selection process, we are delighted to communicate to you our OFFER to make you an offer for the position of **Technical Trainee** with the company.

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Welcome to Wissen and looking forward to working with you.

Warm Regards,  
**For Wissen Infotech**

*Bhanumathi's*

**Bhanumathi Santhosh**  
**Manager – HR**

Date: 21<sup>st</sup> Dec 2021

## LETTER OF OFFER

Dear HUZAIF AHMED,

Further to the discussion you had with us, we are pleased to inform that you have been **selected for an Internship Program at CSS Corp in virtual format**. You would do your "Virtual Internship" with us in "**Cyber Security Track**" and on successful completion of the same and subject to you fulfilling the following terms and conditions you will be considered for an employment opportunity at CSS Corp.

### **Broad Terms and Conditions:**

1. You will be required to report virtually by logging into the meeting link sent to you on **3<sup>rd</sup> January 2022** and commence the internship program. The duration of the internship period will be for 3 months. As a part of this internship program, you are required to attend four (4) hours of training every day, excluding CSS Corp Holiday schedule. The schedule of training timings will be communicated to you at least one week before the start of the internship program.
2. You will be provided with free access to CSS Corp's online Cloud Lab. This Cloud Lab can be accessed anytime from anywhere. You are required to register yourself with login credentials, as guided, and complete all the modules as per the learning plan within the prescribed time limit. The internship program, including the training on soft skills and technology, will be spread over a total period of three (3) months scheduled to commence from January 2022 or as CSS Corp may determine.
1. As part of the internship program, you are required to attend "virtual instructor led training on soft skills and technology conducted by trainers virtually. You are expected to make full use of the training and cloud lab to practice all the lab exercises, real time scenarios and case studies available in the cloud lab and improve your technical competency during the internship program.
2. You need to ensure at least 90% attendance. An online/panel assessment will be administered at the end of each, and every element of the internship program and you need to secure 70% marks in all the modules, including final assessment. Post the internship program, weekly review sessions & case study discussions will be planned either on a weekday or weekend but not later than 2 months of your completion of the internship program.

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com

A handwritten signature in blue ink, appearing to read "Saurav".

REGISTRAR

A circular blue seal of the Registrar, Presidency University, Bangalore. The seal contains the text "REGISTRAR" in the center and "PRESIDENCY UNIVERSITY BANGALORE" around the perimeter.

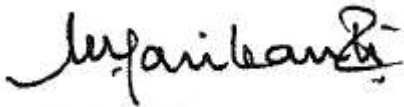
3. CSS Corp will have the absolute right and discretion to offer employment to you on successful completion of the internship program as stated in this L/O, subject to you passing your academic degree qualification for employment with CSS Corp and achieving the standards specified by CSS Corp. Further, you agree that CSS Corp offering employment to you will be purely based on business requirements of CSS Corp and based on ranking of your performance during the internship program. Notwithstanding, CSS Corp is not obligated to offer employment based on you completing the internship program.
4. If you are offered an employment in CSS Corp, then you shall be required to sign a separate and a comprehensive offer and joining letter.
5. Please be aware that this letter of offer does not constitute a guarantee or contract of employment.
6. You will be **eligible for a stipend of Rs.10,000/- per month** (Rupees Ten Thousand only) during the internship period that will be paid by CSS Corp as per its policies and other terms and conditions.
7. You are required to provide full attention and complete your internship program successfully.
8. Please note that CSS Corp does not charge any fee at any stage of the internship program or recruitment process. CSS Corp has not authorized any agency / partner to collect any fee either for internship program or recruitment.
9. Once you commence your internship program, you would be expected to complete the same successfully and join us as a full-time employee post completion of the internship program. Please note that if you wish to leave the internship program during the internship period or after completion of your internship, **you will be liable to pay CSS Corp all the stipends that is paid as of date.** You must be aware that CSS Corp cares for your overall development and success and hence provides world class training to all its trainees and employees. To improve your technical and soft skills competency, CSS Corp invests in providing you a high-end training by its trainers & Cloud lab access provided to you during the internship period. Hence, CSS Corp encourages you take your internship program seriously and complete it successfully and commence your career with CSS Corp.
- 10. Refer to the Annexure on the curriculum outline & the cloud lab access provided to you as part of the Internship program.**
11. CSS Corp reserves the right to withdraw the admission at any stage, in case you do-not meet the requisite Performance Evaluation criteria during internship and/ or upon completion of your internship program.

12. It is hereby made clear that besides the stipulations mentioned hereinabove, the terms and conditions contained in the Declaration Form hereunder would be applicable and binding and must be read as an integral part of the present offer.
13. CSS Corp may defer, alter, withdraw or terminate the internship program at any time and at its sole discretion without assigning any reasons and without any liability.

As a token of acceptance please sign the duplicate copy of this letter and return to us.

**Welcome to CSS Corp Private Limited**

**For CSS Corp Private Limited**

A handwritten signature in black ink, appearing to read "P R Manikantan", with a stylized flourish at the end.

**P R Manikantan**

Senior Director, Campus and Institutional Alliances

## DECLARATION

I, \_\_\_\_\_, do hereby, on my own volition, free consent and free from any inducement or coercion, state that having complied with the prescribed formalities for being a part of the Internship program offered by CSS Corp Private Limited (hereinafter referred as "Company"), declare and affirm as under:

1. I understand that I have been offered with the internship program on the basis that the particulars furnished by me in my application, resume or any other document are factually correct. If, at any time before or after the start/commencement of the internship program, it transpires/ comes to the notice or brought to the knowledge that I/undersigned have made a false/in-correct statement (or have not disclosed a material fact) sought from undersigned which CSS Corp relied in good faith to admit me for the internship program, my admission to the internship program shall be rendered null and void ab initio and liable to be terminated forthwith without seeking any explanation or clarification and I undertake to refund CSS Corp whatever stipend was paid to me back to CSS Corp. I fully agree that I will not be considered for any certifications provided by CSS Corp.

2. I have passed my graduation (i.e., B.E /B. Tech etc.) with greater than or equal to 60% marks in my graduation.

3. I understand that during the internship I will receive a sum of Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.

4. I understand that the duration of the internship program shall be three (3) months. The internship program would be held virtually (online mode).



5. I understand that a laptop (Minimum Configuration: Windows 64-bit OS, Intel i3 Processor, 4 GB RAM with Audio & Video capability) and uninterrupted Broadband Internet Connection with minimum 50 Mbps speed would be an essential requirement for the successful completion of the program, and I will arrange for it on my own at my cost and expenses.

6. I understand that I am expected to clear the mid and final assessment of the internship program and to meet all the set performance evaluation criteria as may be decided by CSS Corp from time to time, before I could be declared successful candidate from the internship program. I hereby agree and understand that if I don't clear all the assessments, I will be declared unsuccessful in the internship program and no further attempt/ chance may be given to the undersigned nor I the undersigned will have the right to question the correctness of the

**CSS Corp Private Limited**

CIN: U72900TN2000PTC115034

Regd Address: Plot No-32 A&B, 6<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, Ambit IT Park, Industrial Estate,  
Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com

  
REGISTRAR  
A circular blue stamp with the text "PRESIDENCY UNIVERSITY" around the top edge and "BANGALORE" around the bottom edge. In the center, the word "Registrar" is written in a stylized font.





result declared by CSS Corp. As a logical corollary, I will not be considered for absorption/ employment by with CSS Corp.

8. I understand and agree that in case I absent myself without reporting or without proper reasons or decide to leave the internship program, I will be required to pay back the Stipend paid to me by CSS Corp, as applicable and I will not be considered for any certifications provided by CSS Corp.

9. I understand and agree that my internship program with CSS Corp shall come to an end automatically, that too, without any notice and any time, in the eventuality if it is found that I have indulged in, including but not limited to, activities like dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or indiscipline. It is hereby understood and agreed that these instances are illustrative in nature and are not exhaustive. In such circumstances where the admission gets annulled, the Stipend paid to me will have to be refunded by me and I will not be considered for any certifications provided by CSS Corp.

10. I understand that CSS Corp may at its sole and absolute discretion offer me a position as an "Employee" in CSS Corp on successful completion of my Internship Program on a pay scale of an **annual CTC of INR 3.2 Lacs per annum or as CSS Corp may determine at that point of time.**

11. I understand on joining CSS Corp as an Employee I must sign a "24-month service agreement" which will be effective, from my first day of employment onwards, with CSS Corp.

12. I understand that on joining CSS Corp as an employee, I may be posted to any location within India, as per business requirements of CSS Corp. I further understand that the decision taken by CSS Corp in this regard would be final and binding on me.

14. I understand that CSS Corp functions on a 24x7 work environment, and I am expected to work an average of 5 days a week or as per business requirements of CSS Corp.

Name:

Signature of the Candidate

Date:



## **Annexure Curriculum Outline**

### **Networking – Curriculum Outline (Common)**

- TCP/IP Protocol Suite, Deep Dive – Protocol /Packet Level/ Header Level
- ARP, (RARP, Proxy ARP, GARP), ICMP, IP, TCP, UDP, DHCP, DNS, HTTP (S), FTP, Telnet, SNMP & SMTP
- IP Addressing & Subnetting VLSM, IPv4, IPv6
- Network Devices - Hub, Switches, Routers & Gateway
- LAN Switching - MAC table, STP, RSTP, MSTP, VRRP, VLAN, Tagging, Inter VLAN Routing
- Routing: Routing Table, Default Route, Static Route, Dynamic Routing, RIP, OSPF, BGP

### **Troubleshooting:**

- Problem investigation & diagnosis
- Layered Troubleshooting
- Resolution
- Deep packet inspection using Wireshark packet capture & analysis tool
- Understand packet flow analysis i.e., life of a packet / session
- Log collection, analysis & interpretation
- Debugging of log files
- Using TCP/IP utilities

### **Cyber Security - Enterprise Next Gen Firewall**

- State full & Stateless Firewall & Network Address Translation
- Firewall Policies, Filters, content filtering, web filtering, URL Filtering
- VPN - Route based, Policy based, Site to site & remote access VPN
- IPsec - Internet Security Association and Key Management Protocol (ISAKMP) & IKE Concepts
- SSL / TSL - Transport Layer Security
- Firewall Clustering - Active -Active, Active-Passive
- AAA protocols

**CSS Corp Private Limited**

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Ambattur, Chennai Tel:91 44 66768000, www.csscorp.com



## Definition of Terms

**Virtual Internship:** Candidates can pursue internship from their current location remotely and is not required to report the CSS Corp offices in Chennai or Hyderabad during this period.

**Cloud Labs:** Remote virtual labs with the required hardware & software infrastructure for hands on exposure. The access to this will be provided by CSS Corp.

**Performance Evaluation Criteria:**

- Attendance to be maintained => 90%
- Mid & Final Assessment Scores to be maintained =>70%

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**Undertaking**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ studying \_\_\_\_\_ degree in  
\_\_\_\_\_ College, am fully aware of the terms and conditions, and am willing to  
undertake this internship program at CSS Corp. I promise to display sincerity and commitment towards this  
internship program and will seek for a long-term career with your esteemed organization if I am offered  
employment.

Name:  
Date:

Signature of the Candidate

Name:  
Date:

Signature of the Parent





Capgemini Technology Services India Limited  
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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221707**

**Letter of Offer ("L/O")**

Dear CHAITHRA J SHETTY,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this L/O, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
REGISTRAR  


Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Offer shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our Offer to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Offer.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

For queries on Letter of Offer (L/O), write to use with e-mail subject as: **Query on L/O - Superset ID 1221707**

For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1221707**

In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221707**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

## CHAITHRA J SHETTY

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221721**

## **Letter of Offer ("L/O")**

Dear KOMMA VENKATA SAI,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this L/O, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.





Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Offer shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our Offer to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Offer.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

For queries on Letter of Offer (L/O), write to use with e-mail subject as: **Query on L/O - Superset ID 1221721**

For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1221721**

In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221721**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

## KOMMA VENKATA SAI

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221722**

**Letter of Offer ("L/O")**

Dear SHAIK MOHAMMED SAMIULLAH,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this L/O, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
REGISTRAR  


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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

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For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1221722**

In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221722**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

## SHAIK MOHAMMED SAMIULLAH

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221727**

## **Letter of Offer ("L/O")**

Dear ABDUL SALMAN RASHEED,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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REGISTRAR  


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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

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In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221727**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

## ABDUL SALMAN RASHEED

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**February 25, 2022**

**B Prashanth**

**Sub: Letter of appointment - Operations Executive**

Dear **Prashanth**,

We are pleased to extend our offer to you to join **REConnect Energy Solutions Ltd.** ('the Company') on the terms and conditions set forth below.

Your title and start date will be as indicated in **Annexure A**. You will be based in **Bangalore**, and shall be responsible for various activities assigned by the company from time to time. The Company may choose to change your location after giving you prior notice of such a change. You are required to work exclusively for the Company unless you obtain prior written permission from the Company with respect to outside employment, business activity with or without remuneration for such activity. Although your employment will be with the Company, you may be seconded from time to time to other group companies of REConnect Energy from time to time at the Company's discretion. During your employment, you may be required to work from any other office that the Company or REConnect (the Group) may establish in India. In such circumstances, REConnect shall provide you travel and other assistance as is customary business practice.

During your active employment with the Company you will be eligible for compensation as indicated in the **Annexure A**, subject to the following terms and conditions:

- The fixed pay and other terms are set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with the Company's normal payroll practice.

- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances as set out in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documents, in accordance with Company policy and applicable tax regulations. Failure to provide such receipts and other documents in a timely may result in deduction of tax from the amounts payable to you.
- All payments mentioned in **Annexure A** will be made less taxes and other applicable payroll deductions.

You will be on **probation for a period of TWO months** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. During the probation period, you or the Company may terminate the employment after giving a **TWO week notice**.

If you resign from your position in the Company, you are required to provide a written notice of resignation and serve a notice period of **TWO months**. Further, if the Company asks you to leave, it shall follow the process as regard to the notice period. The Company may elect, but shall not be obliged to, terminate your employment prior to the expiry of the notice period, and make a payment in lieu of notice. The above conditions will not apply if the employment is terminated due to the following clauses:

1. Material neglect or material failure to perform your job, duties and responsibilities
2. Your failure or refusal, after due notice, to comply with lawful policies and directives of the Company
3. Your material breach of any contract or agreement between you and the Company, or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to the Company

Your commission of an act of fraud, theft, embezzlement or any other criminal offence against the Company or your engaging in unprofessional, unethical or other intentional acts that materially discredit the Company or are materially detrimental to the character, standing or reputation of the Company or any of its past or present directors or employees

Your indictment, conviction or guilty plea with respect to any felony or crime of moral turpitude

The discovery that you provided any false or misleading information that played a part in the Company's recruitment decision with respect to you

You agree that during the term of your employment with the Company and within six months from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any employee of the Company to cease their employment relationship with the Company.

You agree that during the term of your employment with the Company and within one year from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any existing client or a potential client with whom the Company was in conversation at the time of such cessation or in the last six months prior to such cessation, to cease or alter their relationship with the Company.

You further agree that during the term of your employment with the Company, you shall comply with all the provisions of the applicable Human Resource Policy (HRP) of the Company as notified and issued by the Company from time to time. Any conflict between this offer letter and the HRP with respect to the terms of the employment, the provisions made under the HRP shall be binding and applicable.

In the course of your employment with the Company, you may become aware of information that is confidential in nature, and may harm the Company's business interest if shared. This includes details of clients, potential clients, pricing and business terms, business practices, current and future business plans, and other information which may be considered Confidential. You hereby confirm that you shall keep such information confidential and you will not disclose such information directly or indirectly to any person or legal entity, without the prior written consent of the Company. If you are required by any court or under a judicial process to disclose such information you shall immediately notify the Company of such a disclosure requirement. This clause shall apply during your employment with the Company and after its cessation.

During the course of your employment, as part of performing your duties, you may develop intellectual property in the form of work documents, models, calculations, software tools, algorithms, databases, or any other information or work product, whether patented, copyrighted, or not. You agree that this will be the property of the Company and you shall not share, disseminate or use for non-Company purposes such intellectual property without the prior written consent of the Company during your employment with the Company or after its cessation.

You are required to maintain confidentiality of compensation and benefits information, and you will not share this information with anyone except immediate family members and when required by law.

Please note that the employment is of no fixed term and that either you or the Company may terminate the employment relationship at any time and for any reason, subject to the notice period clause. Any payment that may be due to the Company by you upon the termination of your employment with the Company be reduced from any amount payable to you by the Company, at the Company's discretion.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Indore, pursuant to the Rules of Arbitration applicable in India. The language of arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of REConnect. We hope that your association with us is of mutual benefit, learning and growth. To accept this offer, please sign it on every page (including Annexure that is enclosed) and return it within five days from the date of the letter or upon the date of joining whichever is earlier.

We are looking forward to working with you.

Sincerely,

**Bhavya Das**

Senior Manager - HR

REConnect Energy

Date: February 25, 2022

*End-of-Document*



**RECONNECT**  
ENERGY

**REConnect Energy Solutions Ltd.**  
(formerly known as REConnect Energy Solutions Pvt Ltd.)  
CIN : U72100KA2010PLC156244

+91-8882-440-440  
info@reconnectenergy.com  
www.reconnectenergy.com

### Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, of which this annexure is an integral part. All payments are subject to applicable taxes.

Name: **B Prashanth**  
Title: Operations Executive  
Job Group: 12  
Date of Joining (DoJ): **March 02, 2022**

Pay Details:

Base Salary (A)		
Basic Pay & Dearness Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Special Allowances	39,185	3,265
Statutory Bonus	7,000	583
<b>Sub Total***</b>	<b>271,185</b>	<b>22,599</b>
Other Salary Components (B)		
PF (Company Contribution)	21,600	1,800
Gratuity*	7,215	601
ESIC (Company Contribution) **	0	0
<b>Sub Total</b>	<b>28,815</b>	<b>2,401</b>
<b>Total Cost to the Company (CTC) in RS. (A+B)</b>	<b>300,000</b>	<b>25,000</b>

\* - Payable Annually as per prevailing HR Policy.

\*\*\*- This is subject to the following adjustments upon payment:

- PF (Employee Contribution), if applicable
- ESIC (Employee Contribution), if applicable
- Professional taxes, if applicable
- Tax Deduction at source, if applicable

*The total annual Cost to the Company shall be Rs.3,00,000/- (Three lakhs only).*

*End-of-Annexure*



**GRIDConnect**

**Registered Office :**  
No. 15, Krishik Sarvodaya Foundation,  
Golf Avenue Road, Off Old Airport Road,  
Kodihalli, Bangalore – 560008, Karnataka, INDIA

**Other Locations :**  
REGISTERED IN Registrar, London  
P. J. SESHAYAR & CO. CHARTERED ACCOUNTANTS  
BANGALORE



Sreenath Naidu  
Bangalore, KA

Date: 6/8/2022

**Subject: Letter of Offer**

Dear Sreenath,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Associate Software Engineer - Engg. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR 500,000.00** /- per annum, of which -

**Fixed Component: INR 450,000.00/-** per annum payable monthly

**Performance Linked Pay: INR 50,000.00/-** per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

Apart from your total compensation you are entitled for a onetime 'Relocation Allowance' of **INR 50,000/-** [Including Movers & Packers, Travel Conveyance and one-month brokerage amount – (if any)] On Actuals. In case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of Relocation Allowance will be recovered as a part of your Full & Final Settlement.

You are entitled for a onetime 'Joining Bonus' of **INR 50,000.00** /- In case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of Joining Bonus will be recovered as a part of your Full & Final Settlement.

The terms of your employment are subject to the following pre-conditions (*If applicable*) –

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 13-7-2022.
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared

  
REGISTRAR  


with you post your joining.

- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.
- Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement
- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).
- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above
- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.
- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.
- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.
- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.
- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.
- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.

**Yours Sincerely,**



  
REGISTRAR  




**Subhash Makhija**  
**Chief Executive Officer**

**COMPENSATION & BENEFITS STACK UP**

<b>Name</b>	Sreenath Naidu		
<b>Designation</b>	Associate Software Engineer - Engg		
<b>Department</b>	Tech - Engg - IND		
<b>DOJ</b>	13-7-2022		
<b>Contact Details</b>	+91 6361609248		
<b>Salary Breakup</b>			
<b>Annual CTC</b>	<b>INR 500,000</b>		
<b>Sr. No.</b>	<b>Salary Heads</b>	<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
1	Basic Salary	15,000	180,000
2	House Rent Allowance	7,500	90,000
3	Leave Travel Allowance	1,250	15,000
4	Statutory Bonus	1,500	18,000
5	Other Allowance	10,450	125,400
<b>Flexible Components</b>			
1	Food Coupon (i)	0	0
<b>Gross Earnings (A)</b>		<b>35,700</b>	<b>428,400</b>
1	Employer's PF cont. (ii)	1800	21600
<b>CTC (B)</b>		<b>37,500</b>	<b>450,000</b>
<b>Deductions</b>			
1	Employees' PF Cont.	1800	21600
2	Professional Tax	200	2,500
3	Employees' ESIC Cont.	0	0
4	Income Tax	As applicable based on investments	
<b>Gross Deductions (C)</b>		<b>2,000</b>	<b>24,100</b>
<b>Net Payable (B - C) - (i + ii)</b>		<b>33,700</b>	<b>404,300</b>
<b>Benefits</b>			
1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only

  
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3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	<b>Upto 3 times of CTC</b>	Self Only
6	Performance Linked Pay	<b>INR 50,000</b>	Bi-Annually

**Other Benefits:**

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR 500,000**. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.
- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

**Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.**

I accept the offer



**Signature Sreenath Naidu 6/8/2022 8:00 PM**


(checking the checkbox above is equivalent to a handwritten signature)

**You are required to print, sign on all pages, scan and email back the complete letter along with the completed acceptance section to Priyanka Landge (priyanka.landge@gep.com) no later than 9-6-2022.**

**Acceptance of Offer**

I, Sreenath Naidu, accept the position of Associate Software Engineer - Engg, and agree to all terms and conditions set out in this letter,

Thank you,

  
 REGISTRAR  


Sreenath Naidu Sreenath

*Sreenath*  
REGISTRAR Registrar  
PRESIDENCY UNIVERSITY  
BANGALORE



Harshita G  
Bengaluru, KA

Date: 6/8/2022

**Subject: Letter of Offer**

Dear Harshita,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Associate Software Engineer - Engg. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR 500,000.00** /- per annum, of which -

**Fixed Component: INR 450,000.00/-** per annum payable monthly

**Performance Linked Pay: INR 50,000.00/-** per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

Apart from your total compensation you are entitled for a onetime 'Relocation Allowance' of **INR 50,000/-** [Including Movers & Packers, Travel Conveyance and one-month brokerage amount – (if any)] On Actuals. In case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of Relocation Allowance will be recovered as a part of your Full & Final Settlement.

You are entitled for a onetime 'Joining Bonus' of **INR 50,000.00** /- In case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of Joining Bonus will be recovered as a part of your Full & Final Settlement.

The terms of your employment are subject to the following pre-conditions *(If applicable)* –

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 13-7-2022.
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared

  
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The seal is circular with a blue border. The text 'PRESIDENCY UNIVERSITY' is written along the top inner edge, and 'BANGALORE' is written along the bottom inner edge. In the center, the word 'Registrar' is written in a blue, sans-serif font.

with you post your joining.

- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.
- Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement
- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).
- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above
- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.
- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.
- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.
- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.
- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.
- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.


**Yours Sincerely,**

  
REGISTRAR  


**Subhash Makhija**  
**Chief Executive Officer**

**COMPENSATION & BENEFITS STACK UP**

<b>Name</b>	Harshita G		
<b>Designation</b>	Associate Software Engineer - Engg		
<b>Department</b>	Tech - Engg - IND		
<b>DOJ</b>	13-7-2022		
<b>Contact Details</b>	+91 7338547542		
<b>Salary Breakup</b>			
<b>Annual CTC</b>	<b>INR 500,000</b>		
<b>Sr. No.</b>	<b>Salary Heads</b>	<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
1	Basic Salary	15,000	180,000
2	House Rent Allowance	7,500	90,000
3	Leave Travel Allowance	1,250	15,000
4	Statutory Bonus	1,500	18,000
5	Other Allowance	10,450	125,400
<b>Flexible Components</b>			
1	Food Coupon (i)	0	0
<b>Gross Earnings (A)</b>		<b>35,700</b>	<b>428,400</b>
1	Employer's PF cont. (ii)	1800	21600
<b>CTC (B)</b>		<b>37,500</b>	<b>450,000</b>
<b>Deductions</b>			
1	Employees' PF Cont.	1800	21600
2	Professional Tax	200	2,500
3	Employees' ESIC Cont.	0	0
4	Income Tax	As applicable based on investments	
<b>Gross Deductions (C)</b>		<b>2,000</b>	<b>24,100</b>
<b>Net Payable (B - C) - (i + ii)</b>		<b>33,700</b>	<b>404,300</b>
<b>Benefits</b>			
1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only

  
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3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	<b>Upto 3 times of CTC</b>	Self Only
6	Performance Linked Pay	<b>INR 50,000</b>	Bi-Annually

**Other Benefits:**

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR 500,000**. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.
- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

**Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.**

I accept the offer

**Signature Harshita G 6/8/2022 7:19 PM**

(checking the checkbox above is equivalent to a handwritten signature)

**You are required to print, sign on all pages, scan and email back the complete letter along with the completed acceptance section to Priyanka Landge (priyanka.landge@gep.com) no later than 9-6-2022.**



**Acceptance of Offer**

I, Harshita G, accept the position of Associate Software Engineer - Engg, and agree to all terms and conditions set out in this letter,

Thank you,

*Harshita G*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar

Harshita G HARSHITA G

  
REGISTRAR Registrar  






Anushree R

Date: 6/8/2022

**Subject: Letter of Offer**

Dear Anushree,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Associate Software Engineer - Engg. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR 500,000.00** /- per annum, of which -

**Fixed Component: INR 450,000.00/-** per annum payable monthly

**Performance Linked Pay: INR 50,000.00/-** per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

Apart from your total compensation you are entitled for a onetime 'Relocation Allowance' of **INR 50,000/-** [Including Movers & Packers, Travel Conveyance and one-month brokerage amount – (if any)] On Actuals. In case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of Relocation Allowance will be recovered as a part of your Full & Final Settlement.

You are entitled for a onetime 'Joining Bonus' of **INR 50,000.00** /- In case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of Joining Bonus will be recovered as a part of your Full & Final Settlement.

The terms of your employment are subject to the following pre-conditions *(If applicable)* –

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 13-7-2022.
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared

  
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with you post your joining.

- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.
- Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement
- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).
- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above
- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.
- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.
- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.
- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.
- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.
- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.



**Yours Sincerely,**

  
REGISTRAR  


**Subhash Makhija**  
**Chief Executive Officer**

**COMPENSATION & BENEFITS STACK UP**

<b>Name</b>	Anushree R		
<b>Designation</b>	Associate Software Engineer - Engg		
<b>Department</b>	Tech - Engg - IND		
<b>DOJ</b>	13-7-2022		
<b>Contact Details</b>	+91 8217371452		
<b>Salary Breakup</b>			
<b>Annual CTC</b>	<b>INR 500,000</b>		
<b>Sr. No.</b>	<b>Salary Heads</b>	<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
1	Basic Salary	15,000	180,000
2	House Rent Allowance	7,500	90,000
3	Leave Travel Allowance	1,250	15,000
4	Statutory Bonus	1,500	18,000
5	Other Allowance	10,450	125,400
<b>Flexible Components</b>			
1	Food Coupon (i)	0	0
<b>Gross Earnings (A)</b>		<b>35,700</b>	<b>428,400</b>
1	Employer's PF cont. (ii)	1800	21600
<b>CTC (B)</b>		<b>37,500</b>	<b>450,000</b>
<b>Deductions</b>			
1	Employees' PF Cont.	1800	21600
2	Professional Tax	200	2,500
3	Employees' ESIC Cont.	0	0
4	Income Tax	As applicable based on investments	
<b>Gross Deductions (C)</b>		<b>2,000</b>	<b>24,100</b>
<b>Net Payable (B - C) - (i + ii)</b>		<b>33,700</b>	<b>404,300</b>
<b>Benefits</b>			
1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only

  
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3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	<b>Upto 3 times of CTC</b>	Self Only
6	Performance Linked Pay	<b>INR 50,000</b>	Bi-Annually

**Other Benefits:**

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR 500,000**. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.
- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

**Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.**

I accept the offer



**Signature Anushree R 6/8/2022 8:04 PM**

(checking the checkbox above is equivalent to a handwritten signature)

**You are required to print, sign on all pages, scan and email back the complete letter along with the completed acceptance section to Priyanka Landge (priyanka.landge@gep.com) no later than 9-6-2022.**

**Acceptance of Offer**

I, Anushree R, accept the position of Associate Software Engineer - Engg, and agree to all terms and conditions set out in this letter,

Thank you,

REGISTRAR  
  


Anushree R Anushree R

  
REGISTRAR Registrar  


**March 01, 2022**

**Vishnu T S**

**Sub: Letter of appointment - Operations Executive**

Dear **Vishnu**,

We are pleased to extend our offer to you to join **REConnect Energy Solutions Ltd.** ('the Company') on the terms and conditions set forth below.

Your title and start date will be as indicated in **Annexure A**. You will be based in **Bangalore**, and shall be responsible for various activities assigned by the company from time to time. The Company may choose to change your location after giving you prior notice of such a change. You are required to work exclusively for the Company unless you obtain prior written permission from the Company with respect to outside employment, business activity with or without remuneration for such activity. Although your employment will be with the Company, you may be seconded from time to time to other group companies of REConnect Energy from time to time at the Company's discretion. During your employment, you may be required to work from any other office that the Company or REConnect (the Group) may establish in India. In such circumstances, REConnect shall provide you travel and other assistance as is customary business practice.

During your active employment with the Company you will be eligible for compensation as indicated in the **Annexure A**, subject to the following terms and conditions:

- The fixed pay and other terms are set out in **Annexure A** hereto. Your fixed pay less applicable deductions will be paid in accordance with the Company's normal payroll practice.

- Your fixed pay may change at the discretion of the Company, upon advance written notice to you. Please note that your fixed pay includes certain monthly allowances as set out in **Annexure A**. Certain of these allowances may qualify for tax benefits upon submission of appropriate receipts and other documents, in accordance with Company policy and applicable tax regulations. Failure to provide such receipts and other documents in a timely may result in deduction of tax from the amounts payable to you.
- All payments mentioned in **Annexure A** will be made less taxes and other applicable payroll deductions.

You will be on **probation for a period of TWO months** following the commencement of employment. Your confirmation at the end of the probation period is subject to successful completion of employee confirmation review. During the probation period, you or the Company may terminate the employment after giving a **TWO week notice**.

If you resign from your position in the Company, you are required to provide a written notice of resignation and serve a notice period of **TWO months**. Further, if the Company asks you to leave, it shall follow the process as regard to the notice period. The Company may elect, but shall not be obliged to, terminate your employment prior to the expiry of the notice period, and make a payment in lieu of notice. The above conditions will not apply if the employment is terminated due to the following clauses:

1. Material neglect or material failure to perform your job, duties and responsibilities
2. Your failure or refusal, after due notice, to comply with lawful policies and directives of the Company
3. Your material breach of any contract or agreement between you and the Company, or your material breach of any statutory duty, fiduciary duty or any other obligation that you owe to the Company

Your commission of an act of fraud, theft, embezzlement or any other criminal offence against the Company or your engaging in unprofessional, unethical or other intentional acts that materially discredit the Company or are materially detrimental to the character, standing or reputation of the Company or any of its past or present directors or employees

Your indictment, conviction or guilty plea with respect to any felony or crime of moral turpitude

The discovery that you provided any false or misleading information that played a part in the Company's recruitment decision with respect to you

You agree that during the term of your employment with the Company and within six months from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any employee of the Company to cease their employment relationship with the Company.

You agree that during the term of your employment with the Company and within one year from the cessation thereof, regardless of the reason of cessation of the employment, you will not, directly or indirectly, on your behalf or in conjunction with any person or legal entity, solicit or induce any existing client or a potential client with whom the Company was in conversation at the time of such cessation or in the last six months prior to such cessation, to cease or alter their relationship with the Company.

You further agree that during the term of your employment with the Company, you shall comply with all the provisions of the applicable Human Resource Policy (HRP) of the Company as notified and issued by the Company from time to time. Any conflict between this offer letter and the HRP with respect to the terms of the employment, the provisions made under the HRP shall be binding and applicable.



In the course of your employment with the Company, you may become aware of information that is confidential in nature, and may harm the Company's business interest if shared. This includes details of clients, potential clients, pricing and business terms, business practices, current and future business plans, and other information which may be considered Confidential. You hereby confirm that you shall keep such information confidential and you will not disclose such information directly or indirectly to any person or legal entity, without the prior written consent of the Company. If you are required by any court or under a judicial process to disclose such information you shall immediately notify the Company of such a disclosure requirement. This clause shall apply during your employment with the Company and after its cessation.

During the course of your employment, as part of performing your duties, you may develop intellectual property in the form of work documents, models, calculations, software tools, algorithms, databases, or any other information or work product, whether patented, copyrighted, or not. You agree that this will be the property of the Company and you shall not share, disseminate or use for non-Company purposes such intellectual property without the prior written consent of the Company during your employment with the Company or after its cessation.

You are required to maintain confidentiality of compensation and benefits information, and you will not share this information with anyone except immediate family members and when required by law.

Please note that the employment is of no fixed term and that either you or the Company may terminate the employment relationship at any time and for any reason, subject to the notice period clause. Any payment that may be due to the Company by you upon the termination of your employment with the Company be reduced from any amount payable to you by the Company, at the Company's discretion.

The terms and conditions of this contract of employment shall be governed and interpreted according to the laws of India. Any dispute, controversy or claim arising out of or in connection with this contract of employment shall be resolved by binding, final arbitration in Indore, pursuant to the Rules of Arbitration applicable in India. The language of arbitration shall be English.

We are enthusiastic and pleased that you are going to be a part of REConnect. We hope that your association with us is of mutual benefit, learning and growth. To accept this offer, please sign it on every page (including Annexure that is enclosed) and return it within five days from the date of the letter or upon the date of joining whichever is earlier.

We are looking forward to working with you.

Sincerely,

**Bhavya Das**

Senior Manager - HR

REConnect Energy

Date: March 01, 2022

*End-of-Document*



**RECONNECT**  
ENERGY

**REConnect Energy Solutions Ltd.**  
(formerly known as REConnect Energy Solutions Pvt Ltd.)  
CIN : U72100KA2010PLC156244

+91-8882-440-440  
info@reconnectenergy.com  
www.reconnectenergy.com

### Annexure A

The following compensation items are subject to the terms and conditions of your offer letter, of which this annexure is an integral part. All payments are subject to applicable taxes.

Name: **Vishnu T S**  
Title: Operations Executive  
Job Group: 12  
Date of Joining (DoJ): **March 02, 2022**

Pay Details:

Base Salary (A)		
Basic Pay & Dearness Allowance	150,000	12,500
House Rent Allowance	75,000	6,250
Special Allowances	39,185	3,265
Statutory Bonus	7,000	583
<b>Sub Total***</b>	<b>271,185</b>	<b>22,599</b>
Other Salary Components (B)		
PF (Company Contribution)	21,600	1,800
Gratuity*	7,215	601
ESIC (Company Contribution) **	0	0
<b>Sub Total</b>	<b>28,815</b>	<b>2,401</b>
<b>Total Cost to the Company (CTC) in RS. (A+B)</b>	<b>300,000</b>	<b>25,000</b>

\* - Payable Annually as per prevailing HR Policy.

\*\*\*- This is subject to the following adjustments upon payment:

- PF (Employee Contribution), if applicable
- ESIC (Employee Contribution), if applicable
- Professional taxes, if applicable
- Tax Deduction at source, if applicable

*The total annual Cost to the Company shall be Rs.3,00,000/- (Three lakhs only).*

*End-of-Annexure*



**GRIDConnect**

**Registered Office :**  
No. 15, Krishik Sarvodaya Foundation,  
Golf Avenue Road, Off Old Airport Road,  
Kodihalli, Bangalore – 560008, Karnataka, INDIA

**Other Locations**  
REGISTERED IN Registrar, London  
P. J. S. UNIVERSITY  
BANGALORE

To,  
**RASHMITHA B**  
Subject: Offer Letter

Date: December 15th 2021

Dear RASHMITHA B,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaate Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your First Month (30 days) salary will be dispersed along with your 4<sup>th</sup> month salary.
- During this Internship you are eligible to get Rs 200,000/- Rupees as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at IntelliPaate.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30days of notice period without fail, or else the management of IntelliPaate can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.

Again, congratulations and we look forward to working with you.

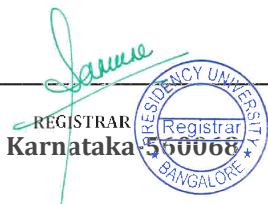
Yours truly,  
For IntelliPaate Software Solutions Private Limited



**Dev Bisht**  
Director- Human Resources

**IntelliPaate Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka 560068



**OL No: TN906****28 December 2021**Dear **Md Tauseef Kamal Kamal**,

We are pleased to offer you a position with **TEACHNOOK** as a **Business Development Trainee**. We believe you will find this position to be challenging and rewarding.

On the day that you begin your employment with TEACHNOOK you will be asked to sign an employment agreement. This employment agreement, among other provisions, states that you will keep our business information and our client's business information confidential

The following confirms our arrangements regarding your employment with TEACHNOOK:

Training Date: **21 January 2022 to 30 January 2022**OJT Start Date: **31 January 2022**OJT End Date: **30 July 2022**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **220000** INR per month.Pre Placement Offer : **6 + 3 LPA ( Based on the performance)**

I have read and understood the terms and conditions and I accept this offer as set forth above with Teachnook and will report on or before **21 January 2022**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You will be required to work on 9 hours shift and will be entitled to one day weekly off, which might change from time to time and shall be intimated to you in advance.
- During the training period you will not receive any of the employee benefits that regular employees receive & the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will follow all policies and practices of our business.
- The Stipend you will receive will completely depend on your performance and your contribution to the company for the particular month.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## ANNEXURE

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopies of

- SSLC (X Std) Marks Card / 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID or Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
- **Negative RT-PCR Report is mandatory. It should not be older than 48 hours (Even if you are fully vaccinated).**

Please bring the original education certificates / mark sheets (10th or 12th).

**NOTE:**

{The document will remain with us for your entire training/employment period. Anytime you would wish to collect the submitted document back for any reason, you must replace it with another specified document (10th/12th/degree consolidated).}

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

**OFFER AND APPOINTMENT LETTER**

**B Sai Sunidhi**  
**Bangalore**  
**March 14, 2022**

**Dear B Sai Sunidhi,**

Further to our discussions, we are pleased to offer you employment with **Netcracker Technology Solutions (India) Private Limited.**, hereafter referred to as the “**Company**” or “**Employer**”, a registered company of India having CIN: U74200TG2002PTC044767, with its principal place of business at Plot No-5&43, HiTech City, Madhapur, Hyderabad 500081, Telangana, India.

This offer cum appointment letter hereafter referred to as “**Letter**” is entered between the “**Company**” and **B Sai Sunidhi** hereafter referred to as “**Employee**” or “**you**”.

Each of Company and Employee is hereinafter referred to as a “**Party**” and together as the “**Parties**”.

Please note that the validity of our offer under this Letter is conditional upon receipt of your acceptance of this letter by the date provided herein, post which it will automatically lapse.

This offer of employment is further subject to the information contained in your application form and/or curriculum vitae being true and accurate, including satisfactory & successful verification of your background, previous employment(s), educational qualification(s), criminal/ court and global database checks. You further authorize the Company to conduct such searches with Government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions. Additionally, if you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against.

Further, this Letter lays down the terms of employment, agreed upon by the Company and you. It is important for you to understand our mutual expectations regarding your employment, which is subject to your acceptance of below listed terms of your employment with us. Other terms and conditions applicable to your employment

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14/03/2022



will be set forth in the Company's policies and procedures which you agree to observe and follow during your employment with the Company. These company policies and procedures may be varied from time to time. The Company reserves the right to change its Policies and Procedures from time to time at its sole discretion.

## 1. Terms, Scope of Employment & Work Hours:

- 1.1 Your employment shall be on **fixed term** basis commencing on **March 14, 2022** and shall end on **September 12, 2022**.
- 1.2 You will be initially employed as **QA Intern**.
- 1.3 Your place of work will initially be at the Company's **Bangalore** office. However, your services can be transferred by the Company from one location to another, one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business. The decision of the Company in this regard shall be final and binding on you.
- 1.4 In case you are hired fresh out of college or university campus and the results of your examination is still awaited, your continued employment with the Company will be subject to passing the said examination appeared before joining the Company and completing the course, failing which the Company reserves the right to take action including termination of your employment without notice.
- 1.5 You confirm that there are no other agreements executed by you with third parties and or previous employer(s) that directly or indirectly conflict with the terms and conditions of your fixed term employment or restrict your ability to enter into fixed term employment with the Company.
- 1.6 The working hours under this Letter will be the minimum number of hours as applicable in the state where the Employee is located and working, generally from 9:30 AM to 6:30 PM.
- 1.7 Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the business unit to which you will be attached.
- 1.8 You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and later from time to time as appropriate. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members. Please refer to the Company's policies and procedures for further details.

## 2. Performance of Duties:



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- 2.1 Your duties and responsibilities will be congruent with the **QA Intern**, and as from time to time established by the Company in its discretion.
- 2.2 You hereby agree that, during the period of employment under this Letter, you will diligently and loyally devote all of your professional skills, time, energies and best efforts to the performance of your duties on behalf of the Company, and shall endeavor, to the best of your abilities to achieve the goals and adhere to the parameters set by the Company.
- 2.3 Unless specified in writing, you shall not be authorized to enter into any contractual obligations on behalf of the Company or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of the Company or its affiliates.
- 2.4 During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of the Company at all times. You shall not, without the written consent of the Company, be in any way directly or indirectly actively engaged or concerned in any other business or undertaking whether or not for compensation.

### **3. Business Travel & Transfers:**

- 3.1 Notwithstanding, your duties may require you to engage in travel on behalf of the Company, and to work at hours required by the nature of the business of the Company. You expressly agree to accept such reasonable travel and hours of work without additional compensation.
- 3.2 Business travel and assignments outside of India will be notified to you in advance, but you agree that you will not refuse such travel and assignments without imperative reasons.
- 3.3 Your reasonable and necessary professional expenses for travel and lodging, incurred in furthering of the Company business, will be reimbursed to you in accordance with the standard policies of the Company, as from time to time in effect, upon presentation of documentary evidence acceptable to the Company.
- 3.4 Although the Company will endeavor to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all cases of transfers, you will be governed by the Company's transfer policy.
- 3.5 Reasonable relocation costs as determined by the Company may be paid if applicable, subject to the Company's Relocation Policy in effect at the time of such relocation. In the event of transfer of your employment to any company within the Netcracker Technology Cooperation and its subsidiaries, your new employment will be subject to the terms of this Letter until you sign another one with the new employing company.

  
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#### 4. Compensation & Benefits:

- 4.1 Your initial Total Fixed Compensation will be **INR 300,000/- only per annum (INR CTC Three Lakh only)**, payable in monthly installments, subject to any deduction required by the India law. This figure may be amended from time to time according to Company's policy, and as required by the India law. Please refer **Annexure B** to know about the details of your compensation.
- 4.2 During the term of this Letter, your salary shall be paid by the means of bank transfer or any other method convenient to the Employer.
- 4.3 Salary will be paid into your salary account by the last day of each month. Should the payment date fall on a public holiday or a non-working day, payment will be made on the previous working day.
- 4.4 The payment of any bonus, royalty, share options, award, premium or other similar benefit will be at the Company's absolute discretion. The Company reserves the right to withhold any bonus or award payment or withdraw any such scheme at any time without giving prior notice.
- 4.5 The Company may withhold from your compensation any and all amounts owed to the Company by you to the maximum amount permitted by law.
- 4.6 The Company has the right to deduct from your pay/salary any sums which you may owe to the Company, including without limitation, any over-payments or loans made to you by the Company or any demand raised by any judicial or quasi authority for the actions done by you and / or losses suffered by the Company as a result of your negligence or breach of Company's Policies and Procedures or failure to return Company's property.
- 4.7 You will be reimbursed for any reasonable expenses properly incurred by you while performing your duties on behalf of the Company, subject to your compliance with the *Expenses Policy* of the Company.
- 4.8 You will also be entitled to company benefit plans for India, as established from time to time by the Company, at such times as you qualify for them or, as the case may be, as you are selected for participation in them. The Company reserves the right to amend or discontinue such benefit programs in its sole discretion and without compensation to you for such amendment or discontinuance.

#### 5. Disability:

- 5.1 You will notify the Company immediately of every incapacitation from work by you and its probable duration. Upon request by the Company, reasons for the incapacitation must be given by you.
- 5.2 In case of illness, you will provide a medical certificate of the incapacitation, also stating its probable duration, before the expiry of the 3<sup>rd</sup> (third) calendar day after the beginning of the incapacitation. In case of any illness exceeding the stated period, you will provide a further medical certificate within 3 (three) calendar days after the expiry of the previous medical certificate.
- 5.3 Subject to your complying with Company policies and procedures relating to notification and certification of periods of absence, and satisfactory verification of the same by the Company, you will

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Registrar  
B. Srinivasulu  
14/03/2022

be paid certain disability compensation for periods of incapacitation under the terms of the policies of the Company as from time to time established.

## 6. Foreign Nationals:

- 6.1 In case you are not an Indian national and, under any law required to obtain applicable visa / work permit / authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment with the Company.
- 6.2 You are also required to ensure all future correspondence and permission for continued stay and employment in the country as per the governing law is complied with at all times. If required, Company shall be at liberty to demand copies / originals of such permission.
- 6.3 It is made clear that you're having valid work permit / authorization, at all times of your employment, is an inherent requirement of your employment with the Company. Any time after the execution of this employment contract, if it is found that you do not have required work permit / visa, the Company shall have the right to terminate your employment, without notice, with immediate effect, without having any liability towards you.
- 6.4 Subsequent renewal or extension thereon is also subjected to the Company's Management and Immigration approvals.

## 7. Termination of Employment:

### 7.1 Termination:

- 7.1.1 This offer of employment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your employment with immediate effect, without notice or salary in lieu thereof.
- 7.1.2 The Parties mutually accept the possibility that at some future point of time the Company and/ or you may wish to end the current Letter of employment.
- 7.1.3 Your position with the Company calls for mandatory compliance with the Notice Period (as defined below), unless relaxed by the Company in writing. Your employment may be terminated by either the Company or you upon giving written notice of 1 (One) month (“**Notice Period**”) or payment of 1 (One) month salary as per **Appendix B**, in lieu of such Notice Period to the other Party after adjusting for encashment of earned leaves on prorated basis, subject to the applicable laws, in accordance with the date of leaving the Company. The Company holds the right to accept or deny payment in lieu of the said Notice Period, or the statutory requirement

  
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of the then applicable law, whichever is greater, and payment of any statutory gratuity required by law.

7.1.4 The Company reserves the right to terminate your employment with/without notice and without payment of severance, forthwith, “for cause” which shall include the following:

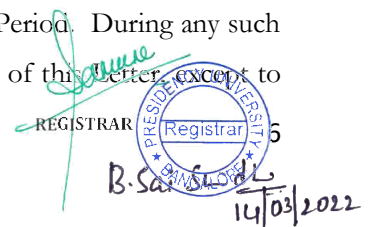
- a) you have been found guilty of any misconduct or indiscipline after due enquiry by the Company;
- b) you have violated any of the terms of this Letter or Company’s Policies and Procedures;
- c) you have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to the Company;
- d) you have suppressed any information or submit false information with the view to obtain employment in the Company;
- e) you are charge sheeted or convicted for any offence under any law for the time being in force in any jurisdiction, including filing of a first information report;
- f) you commit any act detrimental to the interest of the Company;
- g) you abstain from work for 3 (three) working days without informing the Company; or
- h) you are in breach of any of the provisions of **Appendix A**.

7.1.5 At the end of the termination of your employment for whatever reason, you will return to the Company without delay all assets belonging to the Company, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to the Company or relating to its business affairs or dealing which are in your possession or under your control. At the Company’s option, you agree to provide a written certification of your compliance with this clause. Further, you agree to sign a termination certificate in accordance with Company’s policies and procedures, which will reaffirm your compliance with your post-termination obligations including return of Company’s property and compliance with the provisions of **Appendix A** and releasing Company from all claims, liabilities and obligations.

7.2 Consequences of Termination:

Upon termination:

- 7.2.1 you shall automatically cease to hold all offices held by you;
- 7.2.2 you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you;
- 7.2.3 under clause 7.1 above by either Party, the Company may at its discretion, require you to cease to render all or some of the duties, during all or part of the Notice Period. During any such Notice Period, you will continue to remain bound by all provisions of this Letter, except to



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Registrar  
B. Saravali  
14/03/2022

- the extent expressly dispensed with by the Company. As agreed by both the Parties, the Company shall pay compensation as per this Letter to you until the end of the Notice Period;
- 7.2.4 you shall promptly return to the Company and the Company shall be entitled to reclaim, all property of or relating to the business of the Company which is in the Employee's possession or control, including without limitation Company-provided laptop, hardware, software, telephone, mobile, credit cards, access cards and any documents, manuals, data, files, books, audio tapes, video tapes, discs, records and information relating to the business of the Company or its clients, subsidiaries or affiliates and any other knowledge databases of the Company which are in a tangible form, records and all other documents containing Confidential Information in a tangible form, the Intellectual Property of the Company and any letter of authority or power of attorney issued to the Employee, shall be surrendered by the Employee to a person duly authorized by the Company or at the request of the Company be destroyed by an authorized person of the Company. The Employee shall handover to the Company one copy of and then destroy all other copies of such documents, manuals, records and information that are in electronic form and shall if required, certify the fact of such handover and destruction to the Company. The Company reserves the right not to relieve you from employment in the event any such property, documents or information has not been properly handed over by you to the Company or destroyed as required above; and
- 7.2.5 you shall be deemed to have resigned from all roles then held with the Company and all powers and authorizations including any powers of attorney granted, to the Employee by the Company shall subject to applicable law stand revoked automatically without any further act of any Party with effect from the date of termination. You shall submit such documents as required by the Company to intimate the statutory authorities regarding cessation of employment of the Employee with the Company (as applicable).
- 7.2.6 It is understood that the Company shall not be obliged to make any further payment to you beyond the amount of any unpaid Compensation under this Letter or as mutually agreed between the Parties, and under applicable laws. Further, the termination of employment under this Letter shall be without prejudice to any right that the Company may have in respect of any breach by you of any of the provisions of this Letter, which may have occurred prior to such termination.

7.3 Serious misconduct:

Instances of serious misconduct shall include any act or omission by you which amounts to one or more of the following:



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- 7.3.1 misrepresentation of qualifications, falsification of employment application made false representations, submitted false documents, suppressed material facts or information required or that ought to have been disclosed;
- 7.3.2 insubordination, disloyalty or dishonesty;
- 7.3.3 material breach of the terms of this Letter;
- 7.3.4 any act of moral or financial turpitude or which is likely to adversely affect the Company's reputation within or outside India;
- 7.3.5 intention to commit a criminal offence against the Company;
- 7.3.6 being convicted of any offence liable to punishment by imprisonment;
- 7.3.7 repeated violation of Company policies or work rules, including repeated failure to work during the Company's normal business hours, or overstaying the sanctioned leave without sufficient grounds or proper satisfactory explanation, exceeding the stipulated period of 3 (three) days as mentioned within clause 7.1.4 (g); or
- 7.3.8 fraud, theft, or gross malfeasance on the part of the Employee, including, without limitation, conduct of a disruptive, felonious or criminal nature, or involving embezzlement, or misappropriation of assets; or the deliberate tampering with or unauthorized use of computer hardware or software;
- 7.3.9 negligence, misdemeanor which is likely to affect or affects the reputation or operations of the Company, willful actions or misconduct detrimental to the Company or breach of standards adopted by the Company governing behavior and conduct, professional independence or conflict of interest;
- 7.3.10 misappropriation or misuse by the Employee of the Company's property, or insubordination or failure to comply with the directions given to the Employee by persons so authorized;
- 7.3.11 irregularity in attendance, or your unauthorized absence of from the place of work for more than three (3) working days, or failure to rectify performance after formal notification of non-performance;
- 7.3.12 undertaking any other business which competes directly or indirectly, and/or does not compete with the business of the Company during the course of employment with the Company.

## **8. Mutual Remedies:**

- 8.1 The Parties agree that if either Party violates this Letter, then both the Parties may each, in addition to indemnity and damages, be subject to court enforcement of the specific terms and provisions of this Letter. The Parties mutually acknowledge that it may be difficult to ascertain the exact amount of

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damages for violation of these provisions, but those damages would be of a continuing nature and that the Parties would each suffer irreparable harm and injury by reason of such violations. Consequently, the Parties consent to court enforcement of the specific language of this Letter.

- 8.2 All of the rights, duties and obligations between the Parties as set forth in this Letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this Letter will preclude either Party from pursuing additional remedies available to either of the parties.

**9. Indemnity:**

Employee hereby agrees to indemnify the Company and to save and hold harmless the Company, from and in respect of all reasonable fees, costs and expenses, including legal fee incurred in connection with or resulting from any claim, action, or demand (including physical damage caused to the Company's property) against the Company that arises out of or in any way relates to breach of the terms of this Letter and/or any policies of the Company, negligence, fraud, professional misconduct (including serious misconducts as defined herein) or willful default on the part of the Employee during the course of your employment with the Company or arising out of any breach of any representations, covenants and other terms of this Letter by Employee.

**10. Severability:**

If any provision of this Letter shall be found to be unenforceable, invalid or illegal for any reason (including any change in applicable law), the enforceability of other provisions hereof shall be unaffected by such unenforceability or invalidity or illegality. The illegality, invalidity or unenforceability of any provision in any particular circumstance shall not affect its legality, validity or enforceability in other circumstances. Following the determination that any provision of this Letter is unenforceable, the Parties shall negotiate in good faith a new provision that, as far as legally possible, most nearly reflects the intent of the Parties and that restores this Letter as nearly as possible to its original intent and effect.

**11. Successors and Assigns:**

This Letter may not be assigned by either Party, except that it shall inure to the benefit of and be binding upon any successor to the Company by merger or consolidation or the acquisition of all or substantially all of Company's assets, provided such successor assumes all of the obligations of the Company. It is expressly declared by the Parties that they do not intend this Letter to confer upon or give to any other third party any right, claim, cause of action, or other interest herein.



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**12. Notice under the Letter:**

Any notice given under this Letter to the Employee may be served by being handed to the Employee personally, or by being sent by registered post or courier, where appropriate, to the Employee at their last known address, with service deemed to be the day next (except Sunday) following the day of posting, and with sufficient proof of service by post being proper address of the envelope and prepaid posting of the registered letter. Notice to the Company may be hand delivered or sent by registered post or courier, where appropriate, to the Company's registered office for the time being. Parties shall in addition to the aforesaid modes of service, also serve the notice by email .

**13. Governing Law and Jurisdiction:**

13.1 This Letter is to be governed and construed by the laws of India.

13.2 The courts of Hyderabad shall have exclusive jurisdiction in respect of all matters arising in relation to this Letter.

**14. Miscellaneous**

14.1 This Letter supersedes any prior oral or written agreements between the Parties relating to the Employee's employment with the Company. Further this Letter, together with the schedules and appendices, constitute the entire agreement between Parties. This Letter can only be modified in writing, signed by both the Parties.

14.2 The expiry or termination of this Letter is without prejudice to the rights of each Party that have accrued prior to such expiry or termination. The right of each Party to terminate this Letter in accordance with the provisions hereof are without prejudice to the other rights and remedies of such Party under law, contract or equity.

14.3 The Employee will be governed by all the company's policies, rules, procedures and guidelines that are in force now and also those, which may come into force from time to time even if they are not individually notified to the Employee in writing. The Company has sole and absolute right to change any of it's policies, rules, procedures and guidelines at any time to meet exigencies of business.

14.4 The Parties acknowledge and agree that the foregoing, together with the additional obligations in **Appendix A**, accurately describes the relationship that the Employee is willing to enter into with the Company and both the Parties agree that this Letter is fair and reasonable.

14.5 The Employee agree to thoroughly familiarize themselves with and comply with all the Company's policies, rules, procedures and guidelines in place from time to time.

  
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14.6 The Parties acknowledge, accept and understand this Letter by signing below and by putting the Employee's initials on all the pages of this Letter. By accepting this Letter, the Employee confirms that there are no contractual or other legal impediments, which may prevent the Employee from commencing the employment with the Company.

**Netcracker Technology Solutions (India) Private Limited,**

Acting by: **Srinivas Prabhu Sangam**

Title: **Director, Human Resources**

Signature:



Date: **March 14, 2022**

Agreed and Executed by:

Name: **B Sai Sunidhi**

Employee Signature:

*B. Sai Sunidhi*  
*14/03/2022*

Date: **March 14, 2022**

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**APPENDIX A**

**Non-Compete, Non-Solicit, Confidentiality and Assignment**

The following additional material terms and conditions of the employment are incorporated into the Letter in this **Appendix A**. Each of the Parties hereby agree to be bound by these terms to the same degree and manner as all terms of the Letter.

**1. No Conflict of Interest:**

- a) The Employee represents and warrants that they have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Letter (including the schedules and appendix), or which would preclude them from fully performing their job responsibilities for the Company.
  
- b) The Employee represents that their performance of all the terms of this Letter and as an Employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by the Employee in confidence or in Company prior to their employment by the Company, and the Employee will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.
  
- c) During the employment with the Company, and for a period of six (6) months after the Employee’s resignation or termination of employment, the Employee agrees not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to the Company’s or which in any way otherwise competes with the Company. While the Employee is employed by the Company, they also agree not to become a director of any company or business, without the Company’s written consent. The Employee agrees that they will also adhere to all of the Company’s standards and policies in effect from time to time. If the Employee ever have any questions about these standards or policies, they will discuss them openly with their manager or with the Human Resources department of the Company.
  
- d) The Employee shall avoid actual or apparent conflicts of interest, including without limitation, any personal interest outside the Company, which could be placed ahead of your obligations to the Company. The Employee also agrees to abide by all existing and future laws of India, laws of any other country which may be applicable in discharge of your duties and functions for the Company and Company’s own internal rules and regulations and policies and practices, as introduced and amended from time to time.

  
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**2. Confidential Information:**

a) Confidential Information includes without limitation any data or information that is proprietary to the Company and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to:

- (i) Any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of the Company, its Affiliates, subsidiaries, parent, holding companies and group companies;
- (ii) Business related functions, business systems, processes and services, customer details, trade secrets, know how, proprietary information, business strategies relating to the business of the Company and its group companies;
- (iii) Plans for products or services, and customer or supplier lists;
- (iv) Any technical information, invention, design, process, procedure, formula, improvement, technology or method;
- (v) Any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets;
- (vi) Information transmitted either directly or indirectly, in writing, orally, visually, documents (e.g. data room, e-mails, video terminal display), by inspection of tangible materials or documents (including, without limitation, information in the nature of documents, financials, prototypes, samples, media, documentation, drawings, discs and code, accounting and marketing information, analyses, forecasts, predictions or projections, as well as technical information, software, demonstration programs, routines, computer systems, techniques, records, files, memoranda, drawings, plans, price lists, or other account information, trade secrets, trademarks, trade names, patents, know how, and/or other intellectual property and information relating to the facilities, business opportunities, financial schemes, financial summaries, including but not limited to names, phone numbers, addresses, e-mail addresses, order history, order preferences, chain of command, pricing information and other information identifying facts and circumstances specific to the customers of the Company, list of actual or potential service recipients, suppliers, and all data, reports, analyses, compilations, studies, documents or other material derived by, prepared or developed on the basis of such information). Confidential information shall include, without limitation, any materials marked or not marked as confidential, and any summaries or reports, carried out or prepared by the Employee on the basis of the Company's information (including any part thereof) shall also be considered Confidential Information. Confidential Information shall also include notes, memoranda, analysis, reports, compilations, studies, derivations or such other

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information prepared or referred to by the Employee that contain and/or are based on and/or are in relation to the Confidential Information. The existence and contents of this Letter, the purpose of this Letter, and any discussion regarding the purpose shall also be treated as Confidential Information; and

- (vii) Any other information that should reasonably be recognized as confidential information of the Company. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information.
- b) The Employee agrees and acknowledges that they have an absolute duty, both during and after their employment, to maintain and safeguard the Confidential Information of the Company which they are entrusted with or exposed to during their employment with the Company. The Employee agrees that the Confidential Information is the property of Company and they will hold it in trust for the Company's benefit. The Employee may be required to sign additional documents which record this commitment on their part.
- c) The Employee agrees to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Letter.
- d) The Employee agrees that during their employment by the Company, they will not remove any Company documents and materials from the business premises of the Company or deliver any Company documents and materials to any person or entity outside the Company, except as they are required to do in connection with performing the duties of their employment.
- e) Upon the termination of the Employee's employment (for whatever reason and howsoever arising):
- (i) the Employee will not use Confidential Information, as defined herein, for their benefit or disclose it to any others without the Company's prior written permission.
  - (ii) the Employee agrees to deliver promptly to the Company, at the Company Offices in India, as at the time established, all manuals, tapes, disks, letters, products and product samples, equipment, lists, notes, business records, and all other material which contain or relate to Confidential Information.
- f) The Employee agrees that the Company has the right to withhold payments due to the Employee's or take other action permitted under applicable laws to ensure the protection and return to the Company of such property as described in this clause.

### **3. Disclosure of inventions to the Company:**

- a) The Employee will promptly disclose in writing to their immediate manager or to such other person designated by the Company all "Inventions," which includes, without limitation, all software programs or subroutines, source or object code, algorithms, improvements, inventions, works of authorship,

  
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trade secrets, technology, designs, formulas, ideas, processes, techniques, know-how and data, and business methods whether or not patentable, made or discovered or conceived or reduced to practice or developed by the Employee, either alone or jointly with others, during the term of their employment.

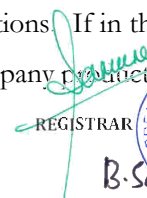
- b) The Employee will also disclose to the Company all Inventions made, discovered, conceived, reduced to practice, or developed by the Employee within six (6) months after the termination of their employment with the Company which resulted, in whole or in part, from their employment by the Company. Such disclosures will be received by the Company in confidence (to the extent such Inventions are not assigned to the Company pursuant to clause 4 below and do not extend the assignment made in clause 4 below).
- c) The Employee irrevocably appoints the Company to be their attorney in their name and on behalf of the Employee to sign, execute or do any instrument or thing, and generally to use the Employee's name for the purpose of giving the Company or its nominee the full benefit of the provisions of this clause 3.
- d) The Employee hereby unconditionally and irrevocably waive all their moral rights in respect of any acts of third parties done with the authority of the Company in relation to any Inventions which are the property of the Company by virtue of this clause 3.
- e) All rights under this clause 3 in respect of Inventions made or discovered by the Employee during their employment will continue in full force and effect after the termination of their employment and will be binding on their personal representatives.

**4. Assignment of inventions to the Company:**

The Employee agrees that all Inventions which is made, discovered, conceived, reduced to practice or developed (in whole or in part, either alone or jointly with others) by the Employee during the employment will be the sole property of the Company to the maximum extent permitted by the laws of India or the laws of the jurisdiction in which the Company may seek to enforce its rights.

**5. Works made for hire:**

The Company will be the sole owner of all patents, patent rights, copyrights, trade secret rights, trademark rights and all other intellectual property or other rights in connection with inventions that are the sole property of the Company. The Employee further acknowledges and agrees that such inventions, including, without limitation, any computer programs, programming documentation, and other works of authorship, are "works made for hire" for purposes of the Company's rights under copyright laws. The Employee hereby unconditionally and irrevocably assigns to the Company any and all rights, title and interest the Employee may have or acquire in such Inventions. If in the course of their employment with the Company, the Employee incorporates into a Company product, process or

  
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machine a prior invention owned by the Employee or in which the Employee has interest, the Company is hereby granted and will have an exclusive, royalty-free, irrevocable worldwide license to make, have made, modify, use, market, sell and distribute such prior invention as part of or in connection with such product, process or machine. The Company will have the power to grant such assignments or sub-licenses of the said worldwide license as it will in its sole discretion deem fit.

**6. Non-competition:**

- a) The Employee agrees that, for a period of one (1) year following termination of their employment with the Company, they will not, within India or the Pacific rim, whether as an employee, sole proprietor, consultant, advisor, partner, shareholder or otherwise in any other capacity, engage in any business which would be competitive with the Company's activities or involve in any way the products, techniques, services or methods employed by the Company or that the Company offers to *Customers* as defined in clause 7 of this Letter. The Employee further agrees that during this period they will not engage in the solicitation of business of the same or similar nature to that of the Company from any individual, firm or company who was a customer of the Company during the last twelve (12) months of their employment, with whom the Employee had direct contact professionally.
- b) The Employee agrees and acknowledge that it is reasonable and fair that the Company's business interests in this geographic market are protected through this restriction against competition and that their compensation also covers their acceptance of these terms.
- c) The Company will treat any request that the Employee may send to the Company, seeking a waiver of this non-competition covenant in a fair manner so as not to create an undue burden on the Employee while adequately protecting the Company's interests.
- d) The Employee agrees that in the interests of advancement of the business, during the term of the employment, Employee shall work exclusively for the Company and shall not during this period, directly or indirectly, engage or be interested (as an owner, stockholder, director, officer, employee, salesperson, agent, broker, partner, individual proprietor, lender, trustee, consultant, or otherwise), either individually, or in, or through any person, in any other business, which undertakes, anywhere in India or elsewhere, any activity, which is competitive with, or detrimental to the interests of the Company or its affiliates' current or planned business activity, without the prior written consent of the Company. The Employee understands and agrees that the Company may withhold such consent at its sole discretion. It is hereby agreed to by the Employee that this restriction is reasonable and just, and that he will voluntarily abide by it.
- e) The Employee hereby agrees and undertakes that during the term of the employment he shall not (except in connection with your obligations under this Letter) carry on any business which competes with the business of the Company or is similar to the business undertaken by the Company

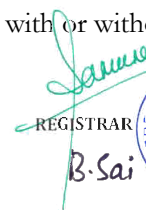

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("Restricted Business") and in connection therewith shall not, directly or indirectly, either individually or in partnership with, as part of a joint venture with, or as a shareholder or officer or employee or otherwise, except without the prior written consent of the Company:

- (i) own, manage, operate, join, establish, develop, carry on, or participate in the ownership, management, operation or control of, or be otherwise connected in any manner with, or assist in carrying on or be engaged in, any business that is the same or similar to the Restricted Business in part or in whole and/or which competes with the Restricted Business in any manner whatsoever, including, without limitation, as an employer, employee, owner, partner, consultant, adviser, principal, agent, stockholder, member, trustee or proprietor, or otherwise;
- (ii) render any services or advise, assist, aid in establishing, managing, operating, providing or developing or act as consultant or professional advisor to any Person engaged in any activity which is the same as and/or similar to the Restricted Business in part or in whole and/or which competes with the Restricted Business, either on its own account or on behalf of any other Person whether as an agent, licensee, advisor, consultant or under any other relationship;
- (iii) provide any technical Know-how, expertise or any information (including any Confidential Information or information relating to the Intellectual Property of the Company) in any manner or form whatsoever for the purpose of and/or relating to the manufacturing, selling, supplying, marketing or distributing of products or services constituting part of any business anywhere in India that is the same as and/or similar to the Restricted Business in part or in whole or which competes with the Restricted Business;
- (iv) deal with the clients, customers, suppliers of goods or services, agents, consultants, contractors of, or any other person who has a business relationship with the Company or its affiliates in any manner which may directly or indirectly adversely affect the business of the Company or its affiliates; or
- (v) accept approaches from any suppliers or customers of the Company with whom the Employee has had contact as at the date of termination of the Employee's employment with the Company if the result is that their business with the Company ceases or reduces; or
- (vi) render services which would require the Employee to reveal, base judgements upon, or otherwise use any Confidential Information or Intellectual Property of the Company;

**7. Customers:**

For purposes of this Letter, "customer" means any person or organization which within three years preceding the date of the termination of the Employee's employment, has received a proposal or bid from the Company, or has received products or services from the Company, with or without charge.

  
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**8. Non-solicitation of employees:**

- a) The Employee covenants, undertakes and agrees that during the term of employment, he will not, except with the prior written consent of the Company, directly or indirectly:
- (i) attempt in any manner to solicit business from (a) any current or potential customer of the Company or its affiliates, or (b) any person, firm, association or corporation or other entity, which the Employee contacted or otherwise dealt with on behalf of the Company;
  - (ii) attempt to persuade any person, firm or entity, which is a current or potential customer, or is a supplier or partner or prospective supplier or partner of the Company, with whom the Employee had contact or dealings as at the date of termination of the Employee's employment with the Company, to cease doing business or to reduce the amount of business which any such customer has customarily done or might propose doing with the Company or of its affiliates; or
  - (iii) employ, solicit, incite, canvass or attempt to employ or assist anyone else to employ any person who is in the employment of the Company or any of its affiliates (including any person who was an employee at any time during the preceding six (6) calendar months) during the employment with the Company and for one (1) year thereafter and hereby agree to promptly provide the Company information on any employees/ex-employees contacting the Employee for employment opportunities during the said one (1) year period.
  - (iv) Further, the Employee shall not solicit, incite or in any other way encourage other employees of the Company or any of its affiliates to terminate their respective contracts of employment with the Company.
- b) If any provision contained in this clause 8 and/or clause 6 shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions herein, but these clauses shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. It is the intention of the Parties that if any of the restrictions or covenants contained herein is held to cover a geographic area or to be for a length of time which is not permitted by law, or in any way construed to be too broad or to any extent invalid, illegal or unenforceable, such provision shall not be construed to be null, void and of no effect, but to the extent such provision would be valid, legal or enforceable under the law, a court of competent jurisdiction shall construe and interpret or reform clause 8 and/or clause 6 to provide for a covenant having the maximum enforceable geographic area, time period and other provisions (not greater than those contained herein) as shall be valid, legal and enforceable under the law. The Employee acknowledges that the Company would be irreparably harmed by any breach of clause 8 and/or clause 6 and that there would be no adequate remedy at law or in damages to compensate the Company for any such

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breach. The Employee agrees that the Company shall be entitled to injunctive relief requiring specific performance for any breach of clause 8 and/or clause 6, and hereby consents to the entry thereof.

- c) The Employee also agrees and acknowledges that, the Restricted Period duration and scope of the undertakings under clause 8 and clause 6 are (i) reasonable under the circumstances in which they have been given, (ii) such undertakings are necessary to protect the goodwill, trade secrets and legitimate interests of the Company, since the Employee is privy to the Intellectual Property and Confidential Information of the Company, and (iii) such undertakings are reasonable, as any breach of clause 8 and/or clause 6, if undertaken by the Employee would cause substantial loss and irreparable harm to the Company.

## 9. Information, Communications Technology, Privacy and Data Protection

- a) In order to keep and maintain accurate records relating to Employee's employment, it will be necessary for the Company to record, keep and process personal data relating to Employee. This data may be recorded, with or without prior notice to the Employee, kept and processed on computer and/or in hard copy form. To the extent that it is reasonably necessary in connection with employment and the performance of the Company's responsibility as Employee's employer, it may be necessary for the Company to disclose this data to others. By signing this Letter, Employee consents to the recording, processing, use, disclosure and transfer, both within India and elsewhere, by the Company of personal data relating to Employee. This does not affect Employee's rights to request copies of the personal data of which Employee is the data subject and information about how that data is processed and the parties to whom any of such information may be disclosed.
- b) Any property owned by the Company, including without limitation any computer storage media or servers of the Company; laptop and equipment provided by the Company and filing cabinets, is subject to inspection by the Company at any time without notice.
- c) The Employee hereby undertakes to comply with the Company's policies on use of telecommunication and information technology equipment, including without prejudice, telephones, mail, internet access facilities and computers. The Company shall provide information technology infrastructure, including telephones (including mobile and voicemail), e-mail and internet access and accounts for business purposes (collectively, the "**Infrastructure**"). All Infrastructure shall belong to the Company at all time and further communications through the Infrastructure shall be subject to the Company's policies.
- d) The Employee also acknowledges that for the purposes of business (including and not limited to quality control, monitoring of policy compliance): (i) communications made by or to the Employee using the Infrastructure may be monitored or recorded with or without prior notice to the Employee, (ii) agrees that personal data (including sensitive personal data) relating to the Employee and to their employment with the Company may to the extent that it is reasonably necessary in connection with the

  
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employment or the business of the Company or any of its affiliates (a) be collected, held (in hard copy and computer readable form) and processed by the Company; and (b) be disclosed or transferred to other employees of the Company, or to any other persons as may be reasonably necessary, or permitted by the law, including in the event of a potential investment or divestment proposed to be undertaken by the Company. In case of any changes in personal data, the Employee will immediately inform the Company regarding the same.

## 10. Intellectual Property Rights:

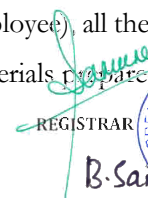
a) For the Purpose of this Letter, the following terms shall have the meanings below:

- (i) **“Intellectual Property”** means all common Law and statutory rights in, arising out of, or associated with: (i) all Indian or international and foreign patents, and applications therefor and all reissues, divisions, re-examinations, renewals, extensions, provisional, continuations and continuations-in-part thereof and equivalent or similar rights in inventions and discoveries anywhere in the world, including invention disclosures; (ii) all inventions (whether patentable or not), invention disclosures, trade secrets, proprietary information, Know how, technical data and customer lists, and all documentation relating to any of the foregoing; (iii) all industrial property and industrial designs and any registrations and applications thereof throughout the world; (iv) trade names, logos, trade dress, trademarks and service marks, trademark and service mark registrations, trademark and service mark applications and any and all goodwill associated with and symbolized by the foregoing items throughout the world; (v) internet domain name applications and registrations, internet and world wide web URLs or addresses; (vi) copyrights, copyright registrations and applications therefor and all other rights corresponding thereto throughout the world; (vii) database rights, mask works, mask work registrations and applications therefor and any equivalent or similar rights in semiconductor masks, layouts, architectures or topology throughout the world; (viii) moral and economic rights of authors and inventors, however denominated throughout the world; (ix) all software; and (x) any similar or equivalent rights to any of the foregoing;
- (ii) **“Intellectual Property Rights”** means all of the following anywhere in the world and all legal rights, title or interest in, under or in respect of the following arising under law, whether or not filed, perfected, registered or recorded and whether now or later existing, filed, issued or acquired, including all renewals: (i) all patents and applications for patents and all related reissues, reexaminations, divisions, renewals, extensions, provisional, continuations and continuations in part; (ii) all copyrights, copyright registrations and copyright applications and

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B. Sarin  
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all other corresponding rights; (iii) all mask works, mask work registrations and mask work applications and all other corresponding rights; (iv) all trade dress and trade names, logos, internet addresses and domain names, trademarks and service marks and related registrations and applications, including any intent to use applications, supplemental registrations and any renewals or extensions, all other indicia of commercial source or origin and all goodwill associated with any of the foregoing; (v) trade secrets; (vi) all industrial design rights; (vii) all moral rights; (viii) all database rights; (ix) know-how, rights in software, trade secrets, business names, distinctive sounds used to differentiate goods and services, domain names, moral rights and rights in goodwill or rights to sue for passing-off; in each case whether or not registered, and any application for them, and whether or not capable of protection; and any rights or forms of protection of a similar nature and having equivalent or similar effect to any of them which may subsist anywhere in the world; (x) rights in information technology, third party intellectual property; (xi) all other proprietary rights.

- (iii) **“Materials”** means any and all discoveries, developments, ideas, works of authorship, technology, illustrations, artworks, photographs, materials, concepts, images, trade secrets, devices, machines, computer programs, codes, trademarks, materials, hardware, software, firmware, test procedures, formula, data, know-how, information technology, third party intellectual property, modifications, innovations, work plans, in each case, made or conceived or reduced to practice or discovered by the Employee, either alone or jointly with others, during the course of their employment (and with respect to subsection (e) below, after such employment) in which any one or more of the following is true: (a) equipment, supplies, facilities, funds, contractors, employees, information, or other resources of the Company were used; (b) it relates to or is useful in whole or in part to the business of the Company; or to the Company’s actual or demonstrably anticipated research or development or a reasonable or contemplated expansion thereof; (c) it results in whole or in part from any work performed by the Employee for the Company; (d) it was conceived or developed in whole or in part on the premises of the Company, its affiliates or its or their customers or by utilizing equipment or property of any of them; or (e) it is based upon or related to trade secrets or other Confidential Information of the Company that the Employee had access to through the Employee’s employment by the Company.
- b) The Employee agrees to promptly disclose in writing, all Materials to the Company or any persons designated by it.
- c) The Employee hereby, assigns, conveys and transfers unto the Company, on a royalty-free basis and perpetually on a worldwide basis (or such territories as available with the Employee), all the rights, title, interest, property and benefit whatsoever in all Intellectual Property and Materials prepared or

  
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produced by or on behalf of the Employee, while acting as an employee of the Company and the right so acquired by the Company shall not lapse, even if the Company does not exercise those rights within any statutory period of time that may be prescribed by applicable law. To the extent that any such Materials and/or Intellectual Property Rights associated with such Materials may not, by operation of law, be deemed to be owned by the Company, the Employee hereby assigns to the Company absolutely and in perpetuity, ownership of all Materials and the Intellectual Property Rights related thereto. Pursuant to such assignment, all Intellectual Property and Materials developed, improved and created by the Employee shall remain the exclusive property of the Company without any entitlement to any additional remuneration or compensation. The Employee hereby confirms that he shall have no claim whatsoever to any and all Intellectual Property and Materials developed by them pursuant to their employment with the Company and the same shall vest solely with the Company. The Employee further agrees to execute such documents and perform such other acts at the Company's request to confirm, establish or preserve the Company's rights to such Intellectual Property. The Employee agrees that, notwithstanding the provisions of any law for the time being in force, including Indian Copyright Act, 1957, such assignment shall not lapse in any circumstances, including on the failure of the Company to exercise the rights under the assignment for any period whatsoever. The Employee further agrees that the Company shall have the right to obtain and hold, in its own name, registrations and similar protection that may be available for all Intellectual Property Rights relating to the Materials and also to initiate any actions based on such Intellectual Property Rights.

- d) The Employee agrees to assist the Company in every proper way and execute all documents which the Company may require, to secure and, from time to time, enforce the Intellectual Property Rights relating to the Materials in any and all countries. The Employee's obligation to assist the Company in obtaining and enforcing Intellectual Property Rights relating to the Materials in any and all countries requested by the Company shall continue beyond the end of the Employee's employment by the Company, but the Company shall compensate the Employee at a reasonable rate after such termination for time actually spent by the Employee at the Company's request for such assistance.
- e) The Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents, as applicable, as its agents and attorneys-in-fact to act for and in its behalf, and in its place and stead, to execute and file any such applications and/or documents and to do all other lawfully permitted acts, which may be necessary for the Company to perfect its right, title and interest

  
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14/03/2022

in any Intellectual Property Rights related to the Materials or for the Company to apply for and obtain with respect to any work performed by the Employee (including applications or renewals, extensions, divisions, or continuations, improvements, derivative works), with the same legal force and effect as if executed by the Employee.

- f) If the Employee makes or discovers or participates in the making or discovery of any Intellectual Property Rights during their employment under this Letter but which is not the property of the Company under clause 10 (c), the Company shall subject only to the provisions of the Patents Act, 1970 have the right to acquire for itself or its nominee the Employee's rights in the Intellectual Property Rights on fair and reasonable terms to be agreed or settled by a single arbitrator.
- g) **Schedule 1** is a list provided by the Employee of all inventions, processes, designs, technology, information, software, documentation, illustrations, artwork, photographs, trademarks, materials, original works of authorship, and trade secrets that were made in whole or in part by the Employee prior to the commencement of the employment by the Company (collectively referred to as "**Prior Inventions**") (if applicable), which belong solely to the Employee or belong to the Employee jointly with another, which relate in any way to any of the Company's product or process, and which are not assigned to the Company by this Letter. If no such list is attached, there are no such Prior Inventions. If the Employee provides a Prior Invention to the Company or incorporates a Prior Invention into a Company product, process or machine, the Employee hereby grants to the Company a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use, import, sell and otherwise commercially exploit such Prior Invention. The Employee agrees that, notwithstanding the provisions of any law for the time being in force, including Indian Copyright Act, 1957, such license shall not lapse in any circumstances, including on the failure of the Company to exercise the rights under the license for any period whatsoever.
- h) The provisions this clause 10 shall continue in force after termination of this Letter in respect of the Materials and the Intellectual Property Rights related thereto, made or discovered during the Employee's employment under this Letter and shall be binding upon their legal representatives.

  
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B. Saravali  
14/03/2022

The Parties acknowledge, accept and understand above additional material terms and conditions of the employment, which are hereby incorporated into this Letter by signing below and by putting the Employees initials on all the pages of this Letter.

**Netcracker Technology Solutions (India) Private Limited,**

Acting by: **Srinivas Prabhu Sangam**

Title: **Director, Human Resources**

Signature:



Date: March 14, 2022

Agreed and Executed by:

Name: **B Sai Sunidhi**

Employee Signature:

B. Sai Sunidhi  
14/03/2022

Date: March 14, 2022

  
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**APPENDIX B**  
**Compensation Package**

**B Sai Sunidhi**  
**Bangalore**  
**March 14, 2022**

<b>Particulars</b>	<b>Amount Per Month</b>	<b>Amount Per Annum</b>
Basic Salary	INR 22,000	INR 264,000
Housing Allowance	INR 360	INR 4,320
Co. contribution to Provident Fund @ 12% of Basic Salary	INR 2,640	INR 31,680
<b>Total Fixed Pay</b>	<b>INR 25,000</b>	<b>INR 300,000</b>

**Netcracker Technology Solutions (India) Private Limited,**

Acting by: **Srinivas Prabhu Sangam**

Title: **Director, Human Resources**

Signature:



Date: March 14, 2022

Agreed and Executed by:

Name: **B Sai Sunidhi**

Employee Signature:

*B. Sai Sunidhi*  
14/03/2022

Date: March 14, 2022

*Sangam*  
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**OFFER AND APPOINTMENT LETTER**

**Roopa N**  
**Bangalore**  
**March 14, 2022**

**Dear Roopa N,**

Further to our discussions, we are pleased to offer you employment with **Netcracker Technology Solutions (India) Private Limited.**, hereafter referred to as the “**Company**” or “**Employer**”, a registered company of India having CIN: U74200TG2002PTC044767, with its principal place of business at Plot No-5&43, HiTech City, Madhapur, Hyderabad 500081, Telangana, India.

This offer cum appointment letter hereafter referred to as “**Letter**” is entered between the “**Company**” and **Roopa N** hereafter referred to as “**Employee**” or “**you**”.

Each of Company and Employee is hereinafter referred to as a “**Party**” and together as the “**Parties**”.

Please note that the validity of our offer under this Letter is conditional upon receipt of your acceptance of this letter by the date provided herein, post which it will automatically lapse.

This offer of employment is further subject to the information contained in your application form and/or curriculum vitae being true and accurate, including satisfactory & successful verification of your background, previous employment(s), educational qualification(s), criminal/ court and global database checks. You further authorize the Company to conduct such searches with Government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions. Additionally, if you fail any of the above checks, validation or approval, or do not cooperate or provide assistance in undergoing such checks, validation or approval process, this offer will immediately lapse without any claim against.

Further, this Letter lays down the terms of employment, agreed upon by the Company and you. It is important for you to understand our mutual expectations regarding your employment, which is subject to your acceptance of below listed terms of your employment with us. Other terms and conditions applicable to your employment

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will be set forth in the Company's policies and procedures which you agree to observe and follow during your employment with the Company. These company policies and procedures may be varied from time to time. The Company reserves the right to change its Policies and Procedures from time to time at its sole discretion.

## 1. Terms, Scope of Employment & Work Hours:

- 1.1 Your employment shall be on **fixed term** basis commencing on **March 14, 2022** and shall end on **September 12, 2022**.
- 1.2 You will be initially employed as **QA Intern**.
- 1.3 Your place of work will initially be at the Company's **Bangalore** office. However, your services can be transferred by the Company from one location to another, one department/entity to another. Your services can also be transferred to any of the Company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business. The decision of the Company in this regard shall be final and binding on you.
- 1.4 In case you are hired fresh out of college or university campus and the results of your examination is still awaited, your continued employment with the Company will be subject to passing the said examination appeared before joining the Company and completing the course, failing which the Company reserves the right to take action including termination of your employment without notice.
- 1.5 You confirm that there are no other agreements executed by you with third parties and or previous employer(s) that directly or indirectly conflict with the terms and conditions of your fixed term employment or restrict your ability to enter into fixed term employment with the Company.
- 1.6 The working hours under this Letter will be the minimum number of hours as applicable in the state where the Employee is located and working, generally from 9:30 AM to 6:30 PM.
- 1.7 Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the business unit to which you will be attached.
- 1.8 You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and later from time to time as appropriate. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members. Please refer to the Company's policies and procedures for further details.

## 2. Performance of Duties:

  
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- 2.1 Your duties and responsibilities will be congruent with the **QA Intern**, and as from time to time established by the Company in its discretion.
- 2.2 You hereby agree that, during the period of employment under this Letter, you will diligently and loyally devote all of your professional skills, time, energies and best efforts to the performance of your duties on behalf of the Company, and shall endeavor, to the best of your abilities to achieve the goals and adhere to the parameters set by the Company.
- 2.3 Unless specified in writing, you shall not be authorized to enter into any contractual obligations on behalf of the Company or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of the Company or its affiliates.
- 2.4 During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of the Company at all times. You shall not, without the written consent of the Company, be in any way directly or indirectly actively engaged or concerned in any other business or undertaking whether or not for compensation.

### **3. Business Travel & Transfers:**

- 3.1 Notwithstanding, your duties may require you to engage in travel on behalf of the Company, and to work at hours required by the nature of the business of the Company. You expressly agree to accept such reasonable travel and hours of work without additional compensation.
- 3.2 Business travel and assignments outside of India will be notified to you in advance, but you agree that you will not refuse such travel and assignments without imperative reasons.
- 3.3 Your reasonable and necessary professional expenses for travel and lodging, incurred in furthering of the Company business, will be reimbursed to you in accordance with the standard policies of the Company, as from time to time in effect, upon presentation of documentary evidence acceptable to the Company.
- 3.4 Although the Company will endeavor to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all cases of transfers, you will be governed by the Company's transfer policy.
- 3.5 Reasonable relocation costs as determined by the Company may be paid if applicable, subject to the Company's Relocation Policy in effect at the time of such relocation. In the event of transfer of your employment to any company within the Netcracker Technology Cooperation and its subsidiaries, your new employment will be subject to the terms of this Letter until you sign another one with the new employing company.

  
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#### 4. Compensation & Benefits:

- 4.1 Your initial Total Fixed Compensation will be **INR 300,000/- only per annum (INR CTC Three Lakh only)**, payable in monthly installments, subject to any deduction required by the India law. This figure may be amended from time to time according to Company's policy, and as required by the India law. Please refer **Annexure B** to know about the details of your compensation.
- 4.2 During the term of this Letter, your salary shall be paid by the means of bank transfer or any other method convenient to the Employer.
- 4.3 Salary will be paid into your salary account by the last day of each month. Should the payment date fall on a public holiday or a non-working day, payment will be made on the previous working day.
- 4.4 The payment of any bonus, royalty, share options, award, premium or other similar benefit will be at the Company's absolute discretion. The Company reserves the right to withhold any bonus or award payment or withdraw any such scheme at any time without giving prior notice.
- 4.5 The Company may withhold from your compensation any and all amounts owed to the Company by you to the maximum amount permitted by law.
- 4.6 The Company has the right to deduct from your pay/salary any sums which you may owe to the Company, including without limitation, any over-payments or loans made to you by the Company or any demand raised by any judicial or quasi authority for the actions done by you and / or losses suffered by the Company as a result of your negligence or breach of Company's Policies and Procedures or failure to return Company's property.
- 4.7 You will be reimbursed for any reasonable expenses properly incurred by you while performing your duties on behalf of the Company, subject to your compliance with the *Expenses Policy* of the Company.
- 4.8 You will also be entitled to company benefit plans for India, as established from time to time by the Company, at such times as you qualify for them or, as the case may be, as you are selected for participation in them. The Company reserves the right to amend or discontinue such benefit programs in its sole discretion and without compensation to you for such amendment or discontinuance.

#### 5. Disability:

- 5.1 You will notify the Company immediately of every incapacitation from work by you and its probable duration. Upon request by the Company, reasons for the incapacitation must be given by you.
- 5.2 In case of illness, you will provide a medical certificate of the incapacitation, also stating its probable duration, before the expiry of the 3<sup>rd</sup> (third) calendar day after the beginning of the incapacitation. In case of any illness exceeding the stated period, you will provide a further medical certificate within 3 (three) calendar days after the expiry of the previous medical certificate.
- 5.3 Subject to your complying with Company policies and procedures relating to notification and certification of periods of absence, and satisfactory verification of the same by the Company, you will

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be paid certain disability compensation for periods of incapacitation under the terms of the policies of the Company as from time to time established.

## 6. Foreign Nationals:

- 6.1 In case you are not an Indian national and, under any law required to obtain applicable visa / work permit / authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment with the Company.
- 6.2 You are also required to ensure all future correspondence and permission for continued stay and employment in the country as per the governing law is complied with at all times. If required, Company shall be at liberty to demand copies / originals of such permission.
- 6.3 It is made clear that you're having valid work permit / authorization, at all times of your employment, is an inherent requirement of your employment with the Company. Any time after the execution of this employment contract, if it is found that you do not have required work permit / visa, the Company shall have the right to terminate your employment, without notice, with immediate effect, without having any liability towards you.
- 6.4 Subsequent renewal or extension thereon is also subjected to the Company's Management and Immigration approvals.

## 7. Termination of Employment:

### 7.1 Termination:

- 7.1.1 This offer of employment is subject to reference and background checks to be conducted by the Company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the Company, the Company shall be entitled to terminate your employment with immediate effect, without notice or salary in lieu thereof.
- 7.1.2 The Parties mutually accept the possibility that at some future point of time the Company and/ or you may wish to end the current Letter of employment.
- 7.1.3 Your position with the Company calls for mandatory compliance with the Notice Period (as defined below), unless relaxed by the Company in writing. Your employment may be terminated by either the Company or you upon giving written notice of 1 (One) month (“**Notice Period**”) or payment of 1 (One) month salary as per **Appendix B**, in lieu of such Notice Period to the other Party after adjusting for encashment of earned leaves on prorated basis, subject to the applicable laws, in accordance with the date of leaving the Company. The Company holds the right to accept or deny payment in lieu of the said Notice Period, or the statutory requirement

of the then applicable law, whichever is greater, and payment of any statutory gratuity required by law.

7.1.4 The Company reserves the right to terminate your employment with/without notice and without payment of severance, forthwith, “for cause” which shall include the following:

- a) you have been found guilty of any misconduct or indiscipline after due enquiry by the Company;
- b) you have violated any of the terms of this Letter or Company’s Policies and Procedures;
- c) you have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to the Company;
- d) you have suppressed any information or submit false information with the view to obtain employment in the Company;
- e) you are charge sheeted or convicted for any offence under any law for the time being in force in any jurisdiction, including filing of a first information report;
- f) you commit any act detrimental to the interest of the Company;
- g) you abstain from work for 3 (three) working days without informing the Company; or
- h) you are in breach of any of the provisions of **Appendix A**.

7.1.5 At the end of the termination of your employment for whatever reason, you will return to the Company without delay all assets belonging to the Company, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to the Company or relating to its business affairs or dealing which are in your possession or under your control. At the Company’s option, you agree to provide a written certification of your compliance with this clause. Further, you agree to sign a termination certificate in accordance with Company’s policies and procedures, which will reaffirm your compliance with your post-termination obligations including return of Company’s property and compliance with the provisions of **Appendix A** and releasing Company from all claims, liabilities and obligations.

## 7.2 Consequences of Termination:


Upon termination:

- 7.2.1 you shall automatically cease to hold all offices held by you;
- 7.2.2 you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you;
- 7.2.3 under clause 7.1 above by either Party, the Company may at its discretion, require you to cease to render all or some of the duties, during all or part of the Notice Period. During any such Notice Period, you will continue to remain bound by all provisions of this Letter, except to

- the extent expressly dispensed with by the Company. As agreed by both the Parties, the Company shall pay compensation as per this Letter to you until the end of the Notice Period;
- 7.2.4 you shall promptly return to the Company and the Company shall be entitled to reclaim, all property of or relating to the business of the Company which is in the Employee's possession or control, including without limitation Company-provided laptop, hardware, software, telephone, mobile, credit cards, access cards and any documents, manuals, data, files, books, audio tapes, video tapes, discs, records and information relating to the business of the Company or its clients, subsidiaries or affiliates and any other knowledge databases of the Company which are in a tangible form, records and all other documents containing Confidential Information in a tangible form, the Intellectual Property of the Company and any letter of authority or power of attorney issued to the Employee, shall be surrendered by the Employee to a person duly authorized by the Company or at the request of the Company be destroyed by an authorized person of the Company. The Employee shall handover to the Company one copy of and then destroy all other copies of such documents, manuals, records and information that are in electronic form and shall if required, certify the fact of such handover and destruction to the Company. The Company reserves the right not to relieve you from employment in the event any such property, documents or information has not been properly handed over by you to the Company or destroyed as required above; and
- 7.2.5 you shall be deemed to have resigned from all roles then held with the Company and all powers and authorizations including any powers of attorney granted, to the Employee by the Company shall subject to applicable law stand revoked automatically without any further act of any Party with effect from the date of termination. You shall submit such documents as required by the Company to intimate the statutory authorities regarding cessation of employment of the Employee with the Company (as applicable).
- 7.2.6 It is understood that the Company shall not be obliged to make any further payment to you beyond the amount of any unpaid Compensation under this Letter or as mutually agreed between the Parties, and under applicable laws. Further, the termination of employment under this Letter shall be without prejudice to any right that the Company may have in respect of any breach by you of any of the provisions of this Letter, which may have occurred prior to such termination.

7.3 Serious misconduct:

Instances of serious misconduct shall include any act or omission by you which amounts to one or more of the following:

  
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- 7.3.1 misrepresentation of qualifications, falsification of employment application made false representations, submitted false documents, suppressed material facts or information required or that ought to have been disclosed;
- 7.3.2 insubordination, disloyalty or dishonesty;
- 7.3.3 material breach of the terms of this Letter;
- 7.3.4 any act of moral or financial turpitude or which is likely to adversely affect the Company's reputation within or outside India;
- 7.3.5 intention to commit a criminal offence against the Company;
- 7.3.6 being convicted of any offence liable to punishment by imprisonment;
- 7.3.7 repeated violation of Company policies or work rules, including repeated failure to work during the Company's normal business hours, or overstaying the sanctioned leave without sufficient grounds or proper satisfactory explanation, exceeding the stipulated period of 3 (three) days as mentioned within clause 7.1.4 (g); or
- 7.3.8 fraud, theft, or gross malfeasance on the part of the Employee, including, without limitation, conduct of a disruptive, felonious or criminal nature, or involving embezzlement, or misappropriation of assets; or the deliberate tampering with or unauthorized use of computer hardware or software;
- 7.3.9 negligence, misdemeanor which is likely to affect or affects the reputation or operations of the Company, willful actions or misconduct detrimental to the Company or breach of standards adopted by the Company governing behavior and conduct, professional independence or conflict of interest;
- 7.3.10 misappropriation or misuse by the Employee of the Company's property, or insubordination or failure to comply with the directions given to the Employee by persons so authorized;
- 7.3.11 irregularity in attendance, or your unauthorized absence of from the place of work for more than three (3) working days, or failure to rectify performance after formal notification of non-performance;
- 7.3.12 undertaking any other business which competes directly or indirectly, and/or does not compete with the business of the Company during the course of employment with the Company.

## **8. Mutual Remedies:**

- 8.1 The Parties agree that if either Party violates this Letter, then both the Parties may each, in addition to indemnity and damages, be subject to court enforcement of the specific terms and provisions of this Letter. The Parties mutually acknowledge that it may be difficult to ascertain the exact amount of



damages for violation of these provisions, but those damages would be of a continuing nature and that the Parties would each suffer irreparable harm and injury by reason of such violations. Consequently, the Parties consent to court enforcement of the specific language of this Letter.

- 8.2 All of the rights, duties and obligations between the Parties as set forth in this Letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this Letter will preclude either Party from pursuing additional remedies available to either of the parties.

**9. Indemnity:**



Employee hereby agrees to indemnify the Company and to save and hold harmless the Company, from and in respect of all reasonable fees, costs and expenses, including legal fee incurred in connection with or resulting from any claim, action, or demand (including physical damage caused to the Company's property) against the Company that arises out of or in any way relates to breach of the terms of this Letter and/or any policies of the Company, negligence, fraud, professional misconduct (including serious misconducts as defined herein) or willful default on the part of the Employee during the course of your employment with the Company or arising out of any breach of any representations, covenants and other terms of this Letter by Employee.

**10. Severability:**

If any provision of this Letter shall be found to be unenforceable, invalid or illegal for any reason (including any change in applicable law), the enforceability of other provisions hereof shall be unaffected by such unenforceability or invalidity or illegality. The illegality, invalidity or unenforceability of any provision in any particular circumstance shall not affect its legality, validity or enforceability in other circumstances. Following the determination that any provision of this Letter is unenforceable, the Parties shall negotiate in good faith a new provision that, as far as legally possible, most nearly reflects the intent of the Parties and that restores this Letter as nearly as possible to its original intent and effect.

**11. Successors and Assigns:**

This Letter may not be assigned by either Party, except that it shall inure to the benefit of and be binding upon any successor to the Company by merger or consolidation or the acquisition of all or substantially all of Company's assets, provided such successor assumes all of the obligations of the Company. It is expressly declared by the Parties that they do not intend this Letter to confer upon or give to any other third party any right, claim, cause of action, or other interest herein.

  
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**12. Notice under the Letter:**

Any notice given under this Letter to the Employee may be served by being handed to the Employee personally, or by being sent by registered post or courier, where appropriate, to the Employee at their last known address, with service deemed to be the day next (except Sunday) following the day of posting, and with sufficient proof of service by post being proper address of the envelope and prepaid posting of the registered letter. Notice to the Company may be hand delivered or sent by registered post or courier, where appropriate, to the Company's registered office for the time being. Parties shall in addition to the aforesaid modes of service, also serve the notice by email .

**13. Governing Law and Jurisdiction:**

13.1 This Letter is to be governed and construed by the laws of India.

13.2 The courts of Hyderabad shall have exclusive jurisdiction in respect of all matters arising in relation to this Letter.

**14. Miscellaneous**

14.1 This Letter supersedes any prior oral or written agreements between the Parties relating to the Employee's employment with the Company. Further this Letter, together with the schedules and appendices, constitute the entire agreement between Parties. This Letter can only be modified in writing, signed by both the Parties.

14.2 The expiry or termination of this Letter is without prejudice to the rights of each Party that have accrued prior to such expiry or termination. The right of each Party to terminate this Letter in accordance with the provisions hereof are without prejudice to the other rights and remedies of such Party under law, contract or equity.

14.3 The Employee will be governed by all the company's policies, rules, procedures and guidelines that are in force now and also those, which may come into force from time to time even if they are not individually notified to the Employee in writing. The Company has sole and absolute right to change any of it's policies, rules, procedures and guidelines at any time to meet exigencies of business.

14.4 The Parties acknowledge and agree that the foregoing, together with the additional obligations in **Appendix A**, accurately describes the relationship that the Employee is willing to enter into with the Company and both the Parties agree that this Letter is fair and reasonable.

14.5 The Employee agree to thoroughly familiarize themselves with and comply with all the Company's policies, rules, procedures and guidelines in place from time to time.

  
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14.6 The Parties acknowledge, accept and understand this Letter by signing below and by putting the Employee's initials on all the pages of this Letter. By accepting this Letter, the Employee confirms that there are no contractual or other legal impediments, which may prevent the Employee from commencing the employment with the Company.

**Netcracker Technology Solutions (India) Private Limited,**

Acting by: **Srinivas Prabhu Sangam**

Title: **Director, Human Resources**

Signature:



Date: **March 14, 2022**

Agreed and Executed by:

Name: **Roopa N**

Employee Signature:

Date: **March 14, 2022**



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BANGALORE



## APPENDIX A

### **Non-Compete, Non-Solicit, Confidentiality and Assignment**

The following additional material terms and conditions of the employment are incorporated into the Letter in this **Appendix A**. Each of the Parties hereby agree to be bound by these terms to the same degree and manner as all terms of the Letter.

#### **1. No Conflict of Interest:**

- a) The Employee represents and warrants that they have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Letter (including the schedules and appendix), or which would preclude them from fully performing their job responsibilities for the Company.
- b) The Employee represents that their performance of all the terms of this Letter and as an Employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by the Employee in confidence or in Company prior to their employment by the Company, and the Employee will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.
- c) During the employment with the Company, and for a period of six (6) months after the Employee's resignation or termination of employment, the Employee agrees not to become associated as an owner, employee, agent, consultant, officer or partner or in any other capacity with any business which furnishes services or products similar to the Company's or which in any way otherwise competes with the Company. While the Employee is employed by the Company, they also agree not to become a director of any company or business, without the Company's written consent. The Employee agrees that they will also adhere to all of the Company's standards and policies in effect from time to time. If the Employee ever have any questions about these standards or policies, they will discuss them openly with their manager or with the Human Resources department of the Company.
- d) The Employee shall avoid actual or apparent conflicts of interest, including without limitation, any personal interest outside the Company, which could be placed ahead of your obligations to the Company. The Employee also agrees to abide by all existing and future laws of India, laws of any other country which may be applicable in discharge of your duties and functions for the Company and Company's own internal rules and regulations and policies and practices, as introduced and amended from time to time.

  
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**2. Confidential Information:**

a) Confidential Information includes without limitation any data or information that is proprietary to the Company and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to:

- (i) Any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of the Company, its Affiliates, subsidiaries, parent, holding companies and group companies;
- (ii) Business related functions, business systems, processes and services, customer details, trade secrets, know how, proprietary information, business strategies relating to the business of the Company and its group companies;
- (iii) Plans for products or services, and customer or supplier lists;
- (iv) Any technical information, invention, design, process, procedure, formula, improvement, technology or method;
- (v) Any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets;
- (vi) Information transmitted either directly or indirectly, in writing, orally, visually, documents (e.g. data room, e-mails, video terminal display), by inspection of tangible materials or documents (including, without limitation, information in the nature of documents, financials, prototypes, samples, media, documentation, drawings, discs and code, accounting and marketing information, analyses, forecasts, predictions or projections, as well as technical information, software, demonstration programs, routines, computer systems, techniques, records, files, memoranda, drawings, plans, price lists, or other account information, trade secrets, trademarks, trade names, patents, know how, and/or other intellectual property and information relating to the facilities, business opportunities, financial schemes, financial summaries, including but not limited to names, phone numbers, addresses, e-mail addresses, order history, order preferences, chain of command, pricing information and other information identifying facts and circumstances specific to the customers of the Company, list of actual or potential service recipients, suppliers, and all data, reports, analyses, compilations, studies, documents or other material derived by, prepared or developed on the basis of such information). Confidential information shall include, without limitation, any materials marked or not marked as confidential, and any summaries or reports, carried out or prepared by the Employee on the basis of the Company's information (including any part thereof) shall also be considered Confidential Information. Confidential Information shall also include notes, memoranda, analysis, reports, compilations, studies, derivations or such other

information prepared or referred to by the Employee that contain and/or are based on and/or are in relation to the Confidential Information. The existence and contents of this Letter, the purpose of this Letter, and any discussion regarding the purpose shall also be treated as Confidential Information; and

- (vii) Any other information that should reasonably be recognized as confidential information of the Company. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information.
- b) The Employee agrees and acknowledges that they have an absolute duty, both during and after their employment, to maintain and safeguard the Confidential Information of the Company which they are entrusted with or exposed to during their employment with the Company. The Employee agrees that the Confidential Information is the property of Company and they will hold it in trust for the Company's benefit. The Employee may be required to sign additional documents which record this commitment on their part.
- c) The Employee agrees to make and maintain adequate and current written records, in a form specified by the Company, of all inventions, trade secrets and works of authorship assigned or to be assigned to the Company pursuant to this Letter.
- d) The Employee agrees that during their employment by the Company, they will not remove any Company documents and materials from the business premises of the Company or deliver any Company documents and materials to any person or entity outside the Company, except as they are required to do in connection with performing the duties of their employment.
- e) Upon the termination of the Employee's employment (for whatever reason and howsoever arising):
- (i) the Employee will not use Confidential Information, as defined herein, for their benefit or disclose it to any others without the Company's prior written permission.
  - (ii) the Employee agrees to deliver promptly to the Company, at the Company Offices in India, as at the time established, all manuals, tapes, disks, letters, products and product samples, equipment, lists, notes, business records, and all other material which contain or relate to Confidential Information.
- f) The Employee agrees that the Company has the right to withhold payments due to the Employee's or take other action permitted under applicable laws to ensure the protection and return to the Company of such property as described in this clause.

### **3. Disclosure of inventions to the Company:**

- a) The Employee will promptly disclose in writing to their immediate manager or to such other person designated by the Company all "Inventions," which includes, without limitation, all software programs or subroutines, source or object code, algorithms, improvements, inventions, works of authorship,

trade secrets, technology, designs, formulas, ideas, processes, techniques, know-how and data, and business methods whether or not patentable, made or discovered or conceived or reduced to practice or developed by the Employee, either alone or jointly with others, during the term of their employment.

- b) The Employee will also disclose to the Company all Inventions made, discovered, conceived, reduced to practice, or developed by the Employee within six (6) months after the termination of their employment with the Company which resulted, in whole or in part, from their employment by the Company. Such disclosures will be received by the Company in confidence (to the extent such Inventions are not assigned to the Company pursuant to clause 4 below and do not extend the assignment made in clause 4 below).
- c) The Employee irrevocably appoints the Company to be their attorney in their name and on behalf of the Employee to sign, execute or do any instrument or thing, and generally to use the Employee's name for the purpose of giving the Company or its nominee the full benefit of the provisions of this clause 3.
- d) The Employee hereby unconditionally and irrevocably waive all their moral rights in respect of any acts of third parties done with the authority of the Company in relation to any Inventions which are the property of the Company by virtue of this clause 3.
- e) All rights under this clause 3 in respect of Inventions made or discovered by the Employee during their employment will continue in full force and effect after the termination of their employment and will be binding on their personal representatives.

#### 4. **Assignment of inventions to the Company:**

The Employee agrees that all Inventions which is made, discovered, conceived, reduced to practice or developed (in whole or in part, either alone or jointly with others) by the Employee during the employment will be the sole property of the Company to the maximum extent permitted by the laws of India or the laws of the jurisdiction in which the Company may seek to enforce its rights.

#### 5. **Works made for hire:**

The Company will be the sole owner of all patents, patent rights, copyrights, trade secret rights, trademark rights and all other intellectual property or other rights in connection with inventions that are the sole property of the Company. The Employee further acknowledges and agrees that such inventions, including, without limitation, any computer programs, programming documentation, and other works of authorship, are "works made for hire" for purposes of the Company's rights under copyright laws. The Employee hereby unconditionally and irrevocably assigns to the Company any and all rights, title and interest the Employee may have or acquire in such Inventions. If in the course of their employment with the Company, the Employee incorporates into a Company product, process or

machine a prior invention owned by the Employee or in which the Employee has interest, the Company is hereby granted and will have an exclusive, royalty-free, irrevocable worldwide license to make, have made, modify, use, market, sell and distribute such prior invention as part of or in connection with such product, process or machine. The Company will have the power to grant such assignments or sub-licenses of the said worldwide license as it will in its sole discretion deem fit.

**6. Non-competition:**

- a) The Employee agrees that, for a period of one (1) year following termination of their employment with the Company, they will not, within India or the Pacific rim, whether as an employee, sole proprietor, consultant, advisor, partner, shareholder or otherwise in any other capacity, engage in any business which would be competitive with the Company's activities or involve in any way the products, techniques, services or methods employed by the Company or that the Company offers to *Customers* as defined in clause 7 of this Letter. The Employee further agrees that during this period they will not engage in the solicitation of business of the same or similar nature to that of the Company from any individual, firm or company who was a customer of the Company during the last twelve (12) months of their employment, with whom the Employee had direct contact professionally.
- b) The Employee agrees and acknowledge that it is reasonable and fair that the Company's business interests in this geographic market are protected through this restriction against competition and that their compensation also covers their acceptance of these terms.
- c) The Company will treat any request that the Employee may send to the Company, seeking a waiver of this non-competition covenant in a fair manner so as not to create an undue burden on the Employee while adequately protecting the Company's interests.
- d) The Employee agrees that in the interests of advancement of the business, during the term of the employment, Employee shall work exclusively for the Company and shall not during this period, directly or indirectly, engage or be interested (as an owner, stockholder, director, officer, employee, salesperson, agent, broker, partner, individual proprietor, lender, trustee, consultant, or otherwise), either individually, or in, or through any person, in any other business, which undertakes, anywhere in India or elsewhere, any activity, which is competitive with, or detrimental to the interests of the Company or its affiliates' current or planned business activity, without the prior written consent of the Company. The Employee understands and agrees that the Company may withhold such consent at its sole discretion. It is hereby agreed to by the Employee that this restriction is reasonable and just, and that he will voluntarily abide by it.
- e) The Employee hereby agrees and undertakes that during the term of the employment he shall not (except in connection with your obligations under this Letter) carry on any business which competes with the business of the Company or is similar to the business undertaken by the Company

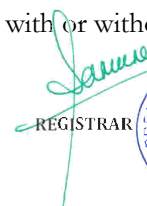



("Restricted Business") and in connection therewith shall not, directly or indirectly, either individually or in partnership with, as part of a joint venture with, or as a shareholder or officer or employee or otherwise, except without the prior written consent of the Company:

- (i) own, manage, operate, join, establish, develop, carry on, or participate in the ownership, management, operation or control of, or be otherwise connected in any manner with, or assist in carrying on or be engaged in, any business that is the same or similar to the Restricted Business in part or in whole and/or which competes with the Restricted Business in any manner whatsoever, including, without limitation, as an employer, employee, owner, partner, consultant, adviser, principal, agent, stockholder, member, trustee or proprietor, or otherwise;
- (ii) render any services or advise, assist, aid in establishing, managing, operating, providing or developing or act as consultant or professional advisor to any Person engaged in any activity which is the same as and/or similar to the Restricted Business in part or in whole and/or which competes with the Restricted Business, either on its own account or on behalf of any other Person whether as an agent, licensee, advisor, consultant or under any other relationship;
- (iii) provide any technical Know-how, expertise or any information (including any Confidential Information or information relating to the Intellectual Property of the Company) in any manner or form whatsoever for the purpose of and/or relating to the manufacturing, selling, supplying, marketing or distributing of products or services constituting part of any business anywhere in India that is the same as and/or similar to the Restricted Business in part or in whole or which competes with the Restricted Business;
- (iv) deal with the clients, customers, suppliers of goods or services, agents, consultants, contractors of, or any other person who has a business relationship with the Company or its affiliates in any manner which may directly or indirectly adversely affect the business of the Company or its affiliates; or
- (v) accept approaches from any suppliers or customers of the Company with whom the Employee has had contact as at the date of termination of the Employee's employment with the Company if the result is that their business with the Company ceases or reduces; or
- (vi) render services which would require the Employee to reveal, base judgements upon, or otherwise use any Confidential Information or Intellectual Property of the Company;

**7. Customers:**

For purposes of this Letter, "customer" means any person or organization which within three years preceding the date of the termination of the Employee's employment, has received a proposal or bid from the Company, or has received products or services from the Company, with or without charge.

  
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**8. Non-solicitation of employees:**

- a) The Employee covenants, undertakes and agrees that during the term of employment, he will not, except with the prior written consent of the Company, directly or indirectly:
- (i) attempt in any manner to solicit business from (a) any current or potential customer of the Company or its affiliates, or (b) any person, firm, association or corporation or other entity, which the Employee contacted or otherwise dealt with on behalf of the Company;
  - (ii) attempt to persuade any person, firm or entity, which is a current or potential customer, or is a supplier or partner or prospective supplier or partner of the Company, with whom the Employee had contact or dealings as at the date of termination of the Employee's employment with the Company, to cease doing business or to reduce the amount of business which any such customer has customarily done or might propose doing with the Company or of its affiliates; or
  - (iii) employ, solicit, incite, canvass or attempt to employ or assist anyone else to employ any person who is in the employment of the Company or any of its affiliates (including any person who was an employee at any time during the preceding six (6) calendar months) during the employment with the Company and for one (1) year thereafter and hereby agree to promptly provide the Company information on any employees/ex-employees contacting the Employee for employment opportunities during the said one (1) year period.
  - (iv) Further, the Employee shall not solicit, incite or in any other way encourage other employees of the Company or any of its affiliates to terminate their respective contracts of employment with the Company.
- b) If any provision contained in this clause 8 and/or clause 6 shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions herein, but these clauses shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. It is the intention of the Parties that if any of the restrictions or covenants contained herein is held to cover a geographic area or to be for a length of time which is not permitted by law, or in any way construed to be too broad or to any extent invalid, illegal or unenforceable, such provision shall not be construed to be null, void and of no effect, but to the extent such provision would be valid, legal or enforceable under the law, a court of competent jurisdiction shall construe and interpret or reform clause 8 and/or clause 6 to provide for a covenant having the maximum enforceable geographic area, time period and other provisions (not greater than those contained herein) as shall be valid, legal and enforceable under the law. The Employee acknowledges that the Company would be irreparably harmed by any breach of clause 8 and/or clause 6 and that there would be no adequate remedy at law or in damages to compensate the Company for any such

breach. The Employee agrees that the Company shall be entitled to injunctive relief requiring specific performance for any breach of clause 8 and/or clause 6, and hereby consents to the entry thereof.

- c) The Employee also agrees and acknowledges that, the Restricted Period duration and scope of the undertakings under clause 8 and clause 6 are (i) reasonable under the circumstances in which they have been given, (ii) such undertakings are necessary to protect the goodwill, trade secrets and legitimate interests of the Company, since the Employee is privy to the Intellectual Property and Confidential Information of the Company, and (iii) such undertakings are reasonable, as any breach of clause 8 and/or clause 6, if undertaken by the Employee would cause substantial loss and irreparable harm to the Company.

## 9. Information, Communications Technology, Privacy and Data Protection

- a) In order to keep and maintain accurate records relating to Employee's employment, it will be necessary for the Company to record, keep and process personal data relating to Employee. This data may be recorded, with or without prior notice to the Employee, kept and processed on computer and/or in hard copy form. To the extent that it is reasonably necessary in connection with employment and the performance of the Company's responsibility as Employee's employer, it may be necessary for the Company to disclose this data to others. By signing this Letter, Employee consents to the recording, processing, use, disclosure and transfer, both within India and elsewhere, by the Company of personal data relating to Employee. This does not affect Employee's rights to request copies of the personal data of which Employee is the data subject and information about how that data is processed and the parties to whom any of such information may be disclosed.
- b) Any property owned by the Company, including without limitation any computer storage media or servers of the Company; laptop and equipment provided by the Company and filing cabinets, is subject to inspection by the Company at any time without notice.
- c) The Employee hereby undertakes to comply with the Company's policies on use of telecommunication and information technology equipment, including without prejudice, telephones, mail, internet access facilities and computers. The Company shall provide information technology infrastructure, including telephones (including mobile and voicemail), e-mail and internet access and accounts for business purposes (collectively, the "**Infrastructure**"). All Infrastructure shall belong to the Company at all time and further communications through the Infrastructure shall be subject to the Company's policies.
- d) The Employee also acknowledges that for the purposes of business (including and not limited to quality control, monitoring of policy compliance): (i) communications made by or to the Employee using the Infrastructure may be monitored or recorded with or without prior notice to the Employee, (ii) agrees that personal data (including sensitive personal data) relating to the Employee and to their employment with the Company may to the extent that it is reasonably necessary in connection with the

employment or the business of the Company or any of its affiliates (a) be collected, held (in hard copy and computer readable form) and processed by the Company; and (b) be disclosed or transferred to other employees of the Company, or to any other persons as may be reasonably necessary, or permitted by the law, including in the event of a potential investment or divestment proposed to be undertaken by the Company. In case of any changes in personal data, the Employee will immediately inform the Company regarding the same.

## 10. Intellectual Property Rights:

a) For the Purpose of this Letter, the following terms shall have the meanings below:


- (i) **“Intellectual Property”** means all common Law and statutory rights in, arising out of, or associated with: (i) all Indian or international and foreign patents, and applications therefor and all reissues, divisions, re-examinations, renewals, extensions, provisional, continuations and continuations-in-part thereof and equivalent or similar rights in inventions and discoveries anywhere in the world, including invention disclosures; (ii) all inventions (whether patentable or not), invention disclosures, trade secrets, proprietary information, Know how, technical data and customer lists, and all documentation relating to any of the foregoing; (iii) all industrial property and industrial designs and any registrations and applications thereof throughout the world; (iv) trade names, logos, trade dress, trademarks and service marks, trademark and service mark registrations, trademark and service mark applications and any and all goodwill associated with and symbolized by the foregoing items throughout the world; (v) internet domain name applications and registrations, internet and world wide web URLs or addresses; (vi) copyrights, copyright registrations and applications therefor and all other rights corresponding thereto throughout the world; (vii) database rights, mask works, mask work registrations and applications therefor and any equivalent or similar rights in semiconductor masks, layouts, architectures or topology throughout the world; (viii) moral and economic rights of authors and inventors, however denominated throughout the world; (ix) all software; and (x) any similar or equivalent rights to any of the foregoing;
- (ii) **“Intellectual Property Rights”** means all of the following anywhere in the world and all legal rights, title or interest in, under or in respect of the following arising under law, whether or not filed, perfected, registered or recorded and whether now or later existing, filed, issued or acquired, including all renewals: (i) all patents and applications for patents and all related reissues, reexaminations, divisions, renewals, extensions, provisional, continuations and continuations in part; (ii) all copyrights, copyright registrations and copyright applications and

all other corresponding rights; (iii) all mask works, mask work registrations and mask work applications and all other corresponding rights; (iv) all trade dress and trade names, logos, internet addresses and domain names, trademarks and service marks and related registrations and applications, including any intent to use applications, supplemental registrations and any renewals or extensions, all other indicia of commercial source or origin and all goodwill associated with any of the foregoing; (v) trade secrets; (vi) all industrial design rights; (vii) all moral rights; (viii) all database rights; (ix) know-how, rights in software, trade secrets, business names, distinctive sounds used to differentiate goods and services, domain names, moral rights and rights in goodwill or rights to sue for passing-off; in each case whether or not registered, and any application for them, and whether or not capable of protection; and any rights or forms of protection of a similar nature and having equivalent or similar effect to any of them which may subsist anywhere in the world; (x) rights in information technology, third party intellectual property; (xi) all other proprietary rights.

- (iii) **“Materials”** means any and all discoveries, developments, ideas, works of authorship, technology, illustrations, artworks, photographs, materials, concepts, images, trade secrets, devices, machines, computer programs, codes, trademarks, materials, hardware, software, firmware, test procedures, formula, data, know-how, information technology, third party intellectual property, modifications, innovations, work plans, in each case, made or conceived or reduced to practice or discovered by the Employee, either alone or jointly with others, during the course of their employment (and with respect to subsection (e) below, after such employment) in which any one or more of the following is true: (a) equipment, supplies, facilities, funds, contractors, employees, information, or other resources of the Company were used; (b) it relates to or is useful in whole or in part to the business of the Company; or to the Company’s actual or demonstrably anticipated research or development or a reasonable or contemplated expansion thereof; (c) it results in whole or in part from any work performed by the Employee for the Company; (d) it was conceived or developed in whole or in part on the premises of the Company, its affiliates or its or their customers or by utilizing equipment or property of any of them; or (e) it is based upon or related to trade secrets or other Confidential Information of the Company that the Employee had access to through the Employee’s employment by the Company.
- b) The Employee agrees to promptly disclose in writing, all Materials to the Company or any persons designated by it.
- c) The Employee hereby, assigns, conveys and transfers unto the Company, on a royalty-free basis and perpetually on a worldwide basis (or such territories as available with the Employee), all the rights, title, interest, property and benefit whatsoever in all Intellectual Property and Materials prepared or

produced by or on behalf of the Employee, while acting as an employee of the Company and the right so acquired by the Company shall not lapse, even if the Company does not exercise those rights within any statutory period of time that may be prescribed by applicable law. To the extent that any such Materials and/or Intellectual Property Rights associated with such Materials may not, by operation of law, be deemed to be owned by the Company, the Employee hereby assigns to the Company absolutely and in perpetuity, ownership of all Materials and the Intellectual Property Rights related thereto. Pursuant to such assignment, all Intellectual Property and Materials developed, improved and created by the Employee shall remain the exclusive property of the Company without any entitlement to any additional remuneration or compensation. The Employee hereby confirms that he shall have no claim whatsoever to any and all Intellectual Property and Materials developed by them pursuant to their employment with the Company and the same shall vest solely with the Company. The Employee further agrees to execute such documents and perform such other acts at the Company's request to confirm, establish or preserve the Company's rights to such Intellectual Property. The Employee agrees that, notwithstanding the provisions of any law for the time being in force, including Indian Copyright Act, 1957, such assignment shall not lapse in any circumstances, including on the failure of the Company to exercise the rights under the assignment for any period whatsoever. The Employee further agrees that the Company shall have the right to obtain and hold, in its own name, registrations and similar protection that may be available for all Intellectual Property Rights relating to the Materials and also to initiate any actions based on such Intellectual Property Rights.

- d) The Employee agrees to assist the Company in every proper way and execute all documents which the Company may require, to secure and, from time to time, enforce the Intellectual Property Rights relating to the Materials in any and all countries. The Employee's obligation to assist the Company in obtaining and enforcing Intellectual Property Rights relating to the Materials in any and all countries requested by the Company shall continue beyond the end of the Employee's employment by the Company, but the Company shall compensate the Employee at a reasonable rate after such termination for time actually spent by the Employee at the Company's request for such assistance.
- e) The Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents, as applicable, as its agents and attorneys-in-fact to act for and in its behalf, and in its place and stead, to execute and file any such applications and/or documents and to do all other lawfully permitted acts, which may be necessary for the Company to perfect its right, title and interest

  
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in any Intellectual Property Rights related to the Materials or for the Company to apply for and obtain with respect to any work performed by the Employee (including applications or renewals, extensions, divisions, or continuations, improvements, derivative works), with the same legal force and effect as if executed by the Employee.

- f) If the Employee makes or discovers or participates in the making or discovery of any Intellectual Property Rights during their employment under this Letter but which is not the property of the Company under clause 10 (c), the Company shall subject only to the provisions of the Patents Act, 1970 have the right to acquire for itself or its nominee the Employee's rights in the Intellectual Property Rights on fair and reasonable terms to be agreed or settled by a single arbitrator.
- g) **Schedule 1** is a list provided by the Employee of all inventions, processes, designs, technology, information, software, documentation, illustrations, artwork, photographs, trademarks, materials, original works of authorship, and trade secrets that were made in whole or in part by the Employee prior to the commencement of the employment by the Company (collectively referred to as "**Prior Inventions**") (if applicable), which belong solely to the Employee or belong to the Employee jointly with another, which relate in any way to any of the Company's product or process, and which are not assigned to the Company by this Letter. If no such list is attached, there are no such Prior Inventions. If the Employee provides a Prior Invention to the Company or incorporates a Prior Invention into a Company product, process or machine, the Employee hereby grants to the Company a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use, import, sell and otherwise commercially exploit such Prior Invention. The Employee agrees that, notwithstanding the provisions of any law for the time being in force, including Indian Copyright Act, 1957, such license shall not lapse in any circumstances, including on the failure of the Company to exercise the rights under the license for any period whatsoever.
- h) The provisions this clause 10 shall continue in force after termination of this Letter in respect of the Materials and the Intellectual Property Rights related thereto, made or discovered during the Employee's employment under this Letter and shall be binding upon their legal representatives.

  
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The Parties acknowledge, accept and understand above additional material terms and conditions of the employment, which are hereby incorporated into this Letter by signing below and by putting the Employees initials on all the pages of this Letter.

**Netcracker Technology Solutions (India) Private Limited,**

Acting by: **Srinivas Prabhu Sangam**

Title: **Director, Human Resources**

Signature:



Date: **March 14, 2022**

Agreed and Executed by:

Name: **Roopa N**

Employee Signature:

Date: **March 14, 2022**



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**APPENDIX B**  
**Compensation Package**

**Roopa N**  
**Bangalore**  
**March 14, 2022**

<b>Particulars</b>	<b>Amount Per Month</b>	<b>Amount Per Annum</b>
Basic Salary	INR 22,000	INR 264,000
Housing Allowance	INR 360	INR 4,320
Co. contribution to Provident Fund @ 12% of Basic Salary	INR 2,640	INR 31,680
<b>Total Fixed Pay</b>	<b>INR 25,000</b>	<b>INR 300,000</b>

**Netcracker Technology Solutions (India) Private Limited,**

Acting by: **Srinivas Prabhu Sangam**

Title: **Director, Human Resources**

Signature:



Date: March 14, 2022

Agreed and Executed by:

Name: **Roopa N**

Employee Signature:

Date: March 14, 2022

  
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PRESIDENCY UNIVERSITY  
BANGALORE

## Offer of Employment

Yaswanth Thuraka

04 March 2022

Offer letter\2021\268

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Application Engineer in our organization. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 14 March 2022.

We are offering you a position in **Merce**. Your CTC will be Rs. 3,00,000 per annum (rupees Three lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

### Terms of employment

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The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

#### *Working hours*

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#### *Termination of services*

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary

  
REGISTRAR  


in lieu of notice period at its discretion.

**On confirmation:** After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

### *Non-compete clause*

#### **Non-solicitation**

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

#### **Obligations, if approached by a competitor**

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### **Scope of restrictions**

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.

### *Travel outside home station*

You will make yourself available for travel away from Mumbai as and when required by your assignments.

### *Intellectual property ownership*

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### *Personal information on official systems*

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

  
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The email address [security-holes@merce.co](mailto:security-holes@merce.co) is designated to receive security vulnerability reports.

### *Leave*

You will be entitled to privilege leave on completing every month of service.

## Documents to be submitted

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- four copies of your passport sized photograph
- A recent salary slip from your last place of employment if you were employed earlier
- Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit-

- A statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

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Yatin Deshmukh  
V P – Operations

---

Rimpa Adhikary  
HR Executive



## A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

\* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** not later than (put date here).

Signature Place \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

*Janna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure 1

### Salary

### Details

Yaswanth Thuraka	Amount in rupees		
CTC Annual	Rs. 3,00,000	CTC Monthly	Rs. 25,000
Salary Structure	CTC Breakup (annual)	CTC Breakup (monthly)	Annual Component
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HRA	60,000	5,000	
Conveyance	19,200	1,600	
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Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	58,200	4,850	
Annual Year-End Bonus			
Annual Performance Bonus			
<b>TOTAL CTC</b>	<b>3,00,000</b>	<b>25,000</b>	<b>-</b>
Less: Provident Fund		3,600	
Less: Prof Tax		200	
<b>NET SALARY</b>		<b>21,200</b>	

## Additional Benefit

### 1. Insurance coverage

- Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- Personal accident insurance for self for Rs.500,000

2. **Gratuity** is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## Terms & Conditions

1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

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Yatin Deshmukh  
V P – Operations

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## Offer of Employment

DHANUSH KOTI K G

04 March 2022

Offer letter\2021\267

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V P – Operations

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HR Executive



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*Janna*  
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PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Annexure 1

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For Merce Technologies Pvt Ltd

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Yatin Deshmukh  
V P – Operations

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Rimpa Adhikary  
HR Executive

  
REGISTRAR  


## Offer of Employment

Adarsh Kuchi

04 March 2022

Offer letter\2021\267

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*Janna*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

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Yatin Deshmukh  
V P – Operations

---

Rimpa Adhikary  
HR Executive

  
REGISTRAR  


Requisition ID #  
HC#IND/15815/21



22-Apr-2022

Resume # RES/501001/31

To,  
Ms. VAMSHIKA K M,  
Bangalore

Dear VAMSHIKA K M,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

Phone: +91 80 4674 4567, +91 80 4644 7777  
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www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

  
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criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.

### 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

### 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
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Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

**ACCEPTANCE**

I **Ms. VAMSHIKA K M**, hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022**.

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_





## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

  
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**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per

  
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the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
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- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

**With best wishes,**

**Bina Patil**

**Vice President – Human Resources**



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1221728**

**Letter of Offer ("L/O")**

Dear ROHIT G,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this L/O, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

  
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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Offer shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our Offer to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Offer.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

For queries on Letter of Offer (L/O), write to use with e-mail subject as: **Query on L/O - Superset ID 1221728**

For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1221728**

In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1221728**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

**ROHIT G**

**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



October 26<sup>th</sup>, 2021

ACHUKATLA SHAKEER,  
Bangalore

## Offer Letter

Dear ACHUKATLA SHAKEER,

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of “**Trainee Engineer**” with Visionet Systems Pvt. Ltd. at our **Bangalore** office. Your date of joining shall be **on or before July 04<sup>th</sup>, 2022**.

The detailed break-up of your compensation and the incentive structure is provided in the Annexure. The terms of the offer shall be included in your appointment letter, which will be issued upon your joining the company.

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

This offer will be valid subject to successful clearance of your pre-employment background verification and reference checks. Your written consent and requisite copies of documents are necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for the pre-employment background check within two business days from the date of acceptance of our offer of employment.

If you decide to accept the offer, please send us your written confirmation **on or before October 28<sup>th</sup>, 2021** post this date, this offer will automatically stand canceled. The date of joining may change subject to unforeseen events including Act of God, Lockdown, Pandemic and/or any of the Force Majeure event as explained in clause vi.

### **By accepting this offer, you are confirming that:**

- i. You have terminated or in the process of termination of your employment with your previous/current employer (if any) in compliance with their terms and conditions.
- ii. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the company or taking up this position with this company.
- iii. The company is not liable for any past dues owed by you due to the termination of any previous employment.
- iv. You are not bringing in any Intellectual Property that you do not have sole ownership of.

### **General Provisions:**

- i. **Amendment:** This Offer Letter may be amended or modified only by writing signed by both the parties.
- ii. **Assignment:** This Offer Letter may be assigned by the Company to any successor to its business or operations. Your rights hereunder may not be transferred by you except by will or by the laws of descent and distribution and except insofar as applicable law may otherwise require. Any purported assignment in violation of the preceding sentence shall be void.
- iii. **Non-Disparagement:** You will not disparage the Company or any of its affiliates, directors, officers, employees or other representatives in any manner and will in all respects avoid any negative criticism of the Company.
- iv. **Devote time:** You agree to devote all of your business time and attention to the business and affairs of the Company and to discharging the responsibilities assigned to you. This shall not preclude you engaging in charitable activities

Visionet Systems Private Limited

Registered Office : AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel : +91 80 2822 0000

Branch Office : Module # 105, TIDEL Park, ELCOT/SEZ, Coimbatore - 641 014, INDIA. Tel : +91 42 2234 77

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and community affairs, and managing your personal affairs, so long as these activities do not interfere with the performance of your duties and responsibilities as the Company's bonafide employee.

- v. **Accountable for Social Conduct:** If you commits any act or become involved in any situation, or occurrence, which degrades you in society, or brings you into public disrepute, contempt, scandal or ridicule, or which justifiably shocks, insults or offends the community, or which reflects negatively upon you , the Company, a sponsor or a licensee of the Company's stations, or if publicity is given to any such conduct, commission or involvement on the part of you, which occurred prior to the date of this Agreement, the Company shall have the right to revoke the Offer Letter immediately.
- vi. **Force Majeure:** If during the period of issuing the Offer letter, due to labour disputes, government regulations, or because of the failure of broadcasting facilities due to war or other calamity, pandemic (collectively, "Force Majeure") the Company in good faith believes it is unable to utilize your services, the Company shall have the right to suspend the Offer Letter for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to you during any such period of suspension; provided that such suspension shall end as soon as such Force Majeure terminates.
- vii. **Verification of Details:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
- viii. **Non-Disclosure:** You agree to sign and be bound by the terms of the Non-Disclosure, Non Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered serious misconduct and breach of the terms of your employment.

We look forward to having you in our team and our mutual success.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**ACHUKATLA SHAKEER**  
(Signature & Date)

---

**Visionet Systems Private Limited**

Registered Office : AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel : +91 80 2611 8000

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## Annexure I: Compensation Break-Up

<b>Name</b>	ACHUKATLA SHAKEER	
<b>Designation</b>	Trainee Engineer	
<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
<b>Fixed Components</b>		
Basic Salary	14,470	1,73,640
Bonus	1,205	14,460
House Rent Allowance(HRA)	7,235	86,820
Special Allowance	2,423	29,076
<b>Company Contributions</b>		
Provident Fund	1,737	20,844
Gratuity	697	8,364
Medical Insurance Premium	1,400	16,800
<b>Incentives</b>		
Annual Retention Bonus		50,000
<b>ANNUAL TOTAL COST TO THE COMPANY</b>		<b>4,00,004</b>

**Notes:**

**Annual Retention Bonus:** This amount will be paid upon successful completion of 1 year. At the time of pay-out, you should be active on our rolls and should not be serving notice period.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**ACHUKATLA SHAKEER**  
(Signature & Date)

**Visionet Systems Private Limited**

Registered Office : AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel : +91 822 822 0000

Branch Office : Module # 105, TIDEL Park, ELCOT/SEZ, Coimbatore - 641 014, INDIA. Tel : +91 422 34 77

[www.visionetsystems.com](http://www.visionetsystems.com)



## Thrillophilia Offer Letter & Employment Agreement

**Congratulations Priyesh Kumar U,**

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Operations Executive beginning March 10, 2022 to Priyesh Kumar U**. The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Priyesh Kumar U**

Signature -

*Sauve*  
REGISTRAR  
 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Compensation

CTC: INR 3,00,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 60,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

  
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any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

  
REGISTRAR  


## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

## 10. Employee Termination/Resignation

The employee will have to serve the company Thrillophilia for a period of one year to the minimum. If the employee wishes to terminate/resign before the completion of one year of his or her service with Thrillophilia, the employee will have to pay out an amount equal to his or her one-month compensation at Thrillophilia. In case a disassociation happens between the employee and the company within 30 days of the joining date, the company will not be liable to pay compensation for the days served.

The Employee will have to give Thrillophilia a two-month prior written notice of resignation whenever he chooses to resign. The Employee may retire after age 60 and upon proper notice.

11.1 Termination on Retirement. This Agreement shall be terminated by the Employee's voluntary retirement, that retirement shall be effective on the last day of any fiscal year, provided that the effective date of retirement occurs after the Employee's 60th birthday, and that the Employee gives the Thrillophilia six months' prior written notice.

11.2 The employment Agreement will automatically terminate if the Employee becomes permanently disabled.

11.3 Termination upon Death. If the employee dies during the period of employment this Agreement shall then be terminated. The employment Agreement may terminate upon proper notice after a merger or sale of assets by the Thrillophilia.

11.4 Termination or Assignment on Merger. In the event of a merger where the Thrillophilia is not the surviving entity, or of a sale of all or substantially all of the Thrillophilia 's assets, the Thrillophilia may, at its sole option (1) assign this Agreement and all rights and obligations under it to any business entity that succeeds to all or substantially all of the Thrillophilia 's business through that merger or sale of assets, or (2) on at least 30 days prior written notice to the Employee, terminate this Agreement effective on the date of the merger or sale of assets.

  
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## 12. Non-Disclosure after Termination

After termination of employment, the Employee will still be prohibited for a period of five years from disclosing Thrillophilia's trade secrets and any confidential information. Because of his / her employment by the Thrillophilia, the Employee will have access to trade secrets and confidential information about the Thrillophilia, its products, its customers, and its methods of doing business. In consideration of his / her access to this information, the Employee agrees that for a period of five years after termination of his / her employment, he/she will not disclose such trade secrets or confidential information.

## 13. Entire Agreement

This Agreement contains the entire Agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the parties. No amendments to this Agreement may be made except by a writing signed by both parties. By signing this agreement you ensure that you have read all the policies and agree to them.

## 14. Notices

Any notice to the Thrillophilia required or permitted under this Agreement shall be given in writing to the Thrillophilia, either by personal service or by registered or certified mail, postage prepaid, addressed to Abhishek Daga (Founder of Thrillophilia) at its then principal place of business. Any such notice to the Employee shall be given in a like manner and, if mailed, shall be addressed to the Employee at his / her home address then shown in the Thrillophilia's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given

(1) on the date of service, if served personally on the party to whom notice is to be given, or

(2) on the second business day after mailing, if mailed to the party to whom the notice is to be given in the manner provided in this section.

## 15. General Provisions

15.1 Governing Law & Jurisdiction. This agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the state of Rajasthan under Rajasthan state government Judiciary without reference to conflict of law principles. In the event of a lawsuit or any legal proceeding involving this Agreement, the Employee will have to pay the Thrillophilia costs and expenses, including reasonable attorney fees.

15.2 Costs of Litigation. In the event any action is brought to enforce this Agreement, the Employee shall be entitled to recover its costs of enforcement including, without limitation, attorneys' fees and court costs.

  
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#### 16. Force Majeure.

In the event that Employee is unable to perform any of its obligations under this Agreement because of any Act of God, strike, fire, flood, governmental acts, orders or restrictions, Internet system unavailability, system malfunctions, or any other reason where failure to perform is beyond the reasonable control and not caused by the negligence of the Employee (a "Force Majeure Event") if Thrillophilia has been so affected shall give notice immediately to Employee and Employee shall use its reasonable best efforts to resume performance. However, if the period of non-performance exceeds 30 days from receipt of notice of the Force Majeure Event, the Employee may be terminated and his assets like pending salary, sales incentive, bonus, etc can be forfeit, by giving written notice.

#### 17. Confidentiality

Even after the termination of the Agreement, the Employee may still have certain responsibilities such as keeping information confidential for five years and he cannot share any business secrets of Thrillophilia. Any information related to compensation need not be disclosed or discussed with any colleague.

#### 18. Survival of Certain Provisions.

The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Priyesh Kumar U**

Date: 05/03/2022

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.

## Thrillophilia Offer Letter & Employment Agreement

**Congratulations Rishika P J,**

Welcome to Thrillophilia!!!

We are excited to onboard you as a key resource in our journey to make traveling experiences seamless. We don't just offer a job, we offer a career. We have a collaboration-driven work culture and we are sure that you will have fun working with all our teams. Not many companies could promise you a job filled with adventure. We do!

You have been selected based on your potential and we look forward to growing together. We would like to mentor a talent like yourself and achieve higher milestones with you.

**Thrillophilia** is pleased to extend the offer for the position of **Sales and Business Development Associate beginning March 10, 2022 to Rishika P J**. The purpose of this letter is to set forth our understanding of the terms of your employment with Thrillophilia including your job description and compensation. It is also important that you are inspired to remain with Thrillophilia over time and focus your energies on successfully and efficiently contributing to our company goals. Your responsibilities will be those outlined in the enclosed job description.

Looking forward to achieving new heights of success with you, and we are confident that your employment with Thrillophilia will prove mutually beneficial.

The Effective Date of this Agreement: **March 05, 2022**

This Agreement is by and between Thrillophilia Travel Solutions Pvt. Ltd.

Rituja Khunteta | Senior HR Executive

*Rituja Khunteta*

and

**Rishika P J**

Signature -

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REGISTRAR  
PRESIDENCY UNIVERSITY  
Registrar  
BANGALORE

## Compensation

CTC: INR 3,60,000

Fixed component per annum: INR 2,40,000

Variable component per annum: INR 1,20,000

\*Tax Deductions, as applicable

Expenses on phone, travel, or anything else for company purposes will be reimbursed.

## Confidentiality & Authorization to Work

As a condition of full-time employment, you will be requested to sign this document, which is also a Confidentiality Agreement. Anytime you breach or pass any kind of confidential information to friends, family or any other company could lead to immediate termination.

You should also note that you will be required

- Submit proof of citizenship
- 10-12 mark sheets
- 2 photographs
- Last degree mark sheets
- Permanent residency in India or authorization to work in India within three business days of your date of hire.

## Terms and Conditions

### 1. At-Will Employment

If you choose to accept this offer, please understand your employment is “at-will,” voluntarily entered into, and is for at least one year period. Failing to serve for less than one year Thrillophilia has full rights to forfeit your bonus, performance incentives, variable component, and salary deductions over the last months of your service. You are free to resign at any time, for any reason, or for no reason. But you need to serve a notice period of two months, even if left during the probation period. Also, Thrillophilia is free to conclude its at-will employment relationship with you at any time, with or without cause.

### 2. Non-Competition During Employment

The Thrillophilia prohibits the Employee from participating in or planning to participate in a competitive business while employed by the Thrillophilia. During the employment term, the Employee shall not, in

  
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any fashion, participate or engage in any activity or other business competitive with the Thrillophilia's business. In addition, the Employee, while employed, shall not take any action without the Thrillophilia's prior written consent to establish, form, or become employed by a competing business on termination of employment by the Thrillophilia. The Employee's failure to comply with the provisions of the preceding sentence shall give the Thrillophilia the right to terminate any benefits or compensation that the Employee may be otherwise entitled to following termination of this Agreement.

### 3. Term of Employment

You shall be employed for the first three months on a probation basis, and based on his/her performance further action will be taken. After serving for three months, this Agreement is extended by mutual written consent of the parties. During the Probation period, due to non-performance, the company can terminate your employment by giving a two-week notice period.

### 4. Place of Employment

During the employment term, the base location of an Employee to perform the services would be **Jaipur**. The Employee acknowledges that the Thrillophilia may from time to time require the Employee to travel temporarily to other locations on the Thrillophilia's business.

### 5. Salary

The basic salary payable to the Employee shall be increased annually by employee performance and company performance. Once the employee puts in his resignation letter, then during the notice period, salary will not be paid and will be cleared during settlement. During the probation period, salaries will be paid on the 15<sup>th</sup> of the next month. Once an employee gets confirmed after successful completion of his notice period, salary for a month is paid by the 5<sup>th</sup> of the next month.

### 6. Incentives

Employees will receive their Incentives on the basis of performance.

### 7. Leaves

You are entitled to 22 leaves (14 Paid Leaves + 8 Sick Leaves) in a year. In addition to these leaves, there will also be yearly holidays for all employees. However, during the Internship period, the employee cannot take any leave. Exceptional leaves can be granted based on manager discretion.

### 8. Expenses

Thrillophilia shall reimburse the Employee for reasonable expenses incurred in connection with the Employee's performance of his / her duties including travel expenses, food, and lodging while away from his base work location, pursuant to the Thrillophilia's reimbursement policies.

  
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## 9. Employee's Right of Ownership

All inventions conceived or developed by the Employee during the term of this Agreement shall remain the property of Thrillophilia, provided, however, that as to all such inventions with the respect that the equipment, supplies, facilities, or trade secret information of the Thrillophilia was used, or that relate to the business of the Thrillophilia or to the Thrillophilia's actual or demonstrably anticipated research and development, or that result from any work performed by the Employee for the Thrillophilia shall remain the property of the Thrillophilia.

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 REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

#### 16. Force Majeure.

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The warranties and indemnification and confidentiality obligations set forth in the Agreement shall survive the termination of the Agreement by either party for any reason.

Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

**Agreed to and Accepted by :**

**Rishika P J**

Date: 05/03/2022

A handwritten signature in green ink is written over a circular blue stamp. The stamp contains the text "REGISTRAR" at the top, "Registrar" in the center, and "PRESIDENCY UNIVERSITY BANGALORE" around the bottom edge.



Requisition ID #  
HC#IND/15823/29



22-Apr-2022

Resume # RES/501009/39

To,  
Mr. VARUN SAI M,  
Bangalore

Dear VARUN SAI M,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of **Trainee Web Developer** in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively **27 April, 2022**. Basis business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our **Bangalore - Manyata Tech Park** Office detailed appointment letter shall be issued to you upon joining.

- 1. Band, Level & Department: A : Level 1 People Practice & Operations**
- 2. Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
- 3. Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **27 April, 2022**. During this period your total Compensation will be **Rs. 320,000 p.a. (Rupees Three Lakhs Twenty Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.



Indegene Private Limited, Aspen Block G4, 3rd Floor,  
Manyata Embassy Business Park, Outer Ring Road,  
Nagawara, Bengaluru - 560 045, India

Phone: +91 80 4674 4567, +91 80 4644 7777  
REGISTRAR Registrar



www.indegene.com





4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. **35,000/-** for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process.** BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
  1. You are required to submit the following documents:
    - a. Educational proofs - Convocation Certificate / Final Marksheet
    - b. Professional proofs-
      - i. Relieving letters and experience certificates
      - ii. Pay slips from previous employer before joining
    - c. Such other documents as may be necessary as per client project requirements.
  2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

  
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criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.



## JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** - photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** - photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

**Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.

## 5. Photographs:

- a) Self: four passport-size photographs.
- b) Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)

## 6. PAN card - Photocopy.

## ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

  
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Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

### ACCEPTANCE

I **Mr. VARUN SAI M,** hereby **accept** the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on **27 April, 2022.**

Please sign your acceptance \_\_\_\_\_

Date: \_\_\_\_\_

  
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## ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	146,004	12,167
<b>Flexible Benefit Components (FBC)</b>	45,552	3,796
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	21,901	1,825
Communication	12,000	1,000
<b>Sub Total 1</b>	<b>225,457</b>	<b>18,788</b>
<b>Retiral Components</b>		
Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Sub Total 2</b>	<b>29,343</b>	<b>2,445</b>
<b>Other Components</b>		
*Statutory Bonus/ Ex-gratia	37,200	3,100
<b>Sub Total 3</b>	<b>37,200</b>	<b>3,100</b>
<b>Fixed CTC</b>	<b>292,000</b>	24,333
Annual Payout	12,000	1,000
Variable Pay - On a rating of 3	16,000	1,333
<b>Cost to Company (CTC)</b>	<b>320,000</b>	<b>26,667</b>
<b>Deductions</b>		
Employee Provident Fund	22,320	1,860
<b>Retirals</b>		
Employer Provident Fund	22,320	1,860
Gratuity	7,023	585
<b>Total</b>	<b>51,663</b>	<b>4,305</b>
<b>Net Take home ( without TDS)</b>	<b>240,337</b>	<b>20,028</b>

  
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**Note:**

- **Provident Fund (PF)\*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia\*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity\*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)\*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- i. Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- ii. Redefine your salary structure within prescribed guidelines to optimize your earnings

*Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.*

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur **towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and** will be paid as per the company process on monthly basis.

- **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs. 16,000/-p.a.(Rupees Sixteen Thousand only per annum)** (TDS will be applicable as per

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BANGALORE



the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

- **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of **Rs. 12,000/-** (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

### Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of **Rs. 2,00,000/- ( Ru pees Two Lakh only per annum)**. As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

  
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- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 15,00,000/- (Rupees Fifteen Lakhs Only)** or maximum of 1.5 times of the Annual CTC.

**With best wishes,**

**Bina Patil**

**Vice President – Human Resources**



October 26<sup>th</sup>, 2021

**BONDILI CHAKRADHAR SINGH,**  
Bangalore

## Offer Letter

Dear **BONDILI CHAKRADHAR SINGH,**

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of “**Trainee Engineer**” with Visionet Systems Pvt. Ltd. at our **Bangalore** office. Your date of joining shall be **on or before July 04<sup>th</sup>, 2022.**

The detailed break-up of your compensation and the incentive structure is provided in the Annexure. The terms of the offer shall be included in your appointment letter, which will be issued upon your joining the company.

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

This offer will be valid subject to successful clearance of your pre-employment background verification and reference checks. Your written consent and requisite copies of documents are necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for the pre-employment background check within two business days from the date of acceptance of our offer of employment.

If you decide to accept the offer, please send us your written confirmation **on or before October 28<sup>th</sup>, 2021** post this date, this offer will automatically stand canceled. The date of joining may change subject to unforeseen events including Act of God, Lockdown, Pandemic and/or any of the Force Majeure event as explained in clause vi.

### **By accepting this offer, you are confirming that:**

- i. You have terminated or in the process of termination of your employment with your previous/current employer (if any) in compliance with their terms and conditions.
- ii. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the company or taking up this position with this company.
- iii. The company is not liable for any past dues owed by you due to the termination of any previous employment.
- iv. You are not bringing in any Intellectual Property that you do not have sole ownership of.

### **General Provisions:**

- i. **Amendment:** This Offer Letter may be amended or modified only by writing signed by both the parties.
- ii. **Assignment:** This Offer Letter may be assigned by the Company to any successor to its business or operations. Your rights hereunder may not be transferred by you except by will or by the laws of descent and distribution and except insofar as applicable law may otherwise require. Any purported assignment in violation of the preceding sentence shall be void.
- iii. **Non-Disparagement:** You will not disparage the Company or any of its affiliates, directors, officers, employees or other representatives in any manner and will in all respects avoid any negative criticism of the Company.
- iv. **Devote time:** You agree to devote all of your business time and attention to the business and affairs of the Company and to discharging the responsibilities assigned to you. This shall not preclude you engaging in charitable activities

**Visionet Systems Private Limited**

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and community affairs, and managing your personal affairs, so long as these activities do not interfere with the performance of your duties and responsibilities as the Company's bonafide employee.

- v. **Accountable for Social Conduct:** If you commits any act or become involved in any situation, or occurrence, which degrades you in society, or brings you into public disrepute, contempt, scandal or ridicule, or which justifiably shocks, insults or offends the community, or which reflects negatively upon you , the Company, a sponsor or a licensee of the Company's stations, or if publicity is given to any such conduct, commission or involvement on the part of you, which occurred prior to the date of this Agreement, the Company shall have the right to revoke the Offer Letter immediately.
- vi. **Force Majeure:** If during the period of issuing the Offer letter, due to labour disputes, government regulations, or because of the failure of broadcasting facilities due to war or other calamity, pandemic (collectively, "Force Majeure") the Company in good faith believes it is unable to utilize your services, the Company shall have the right to suspend the Offer Letter for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to you during any such period of suspension; provided that such suspension shall end as soon as such Force Majeure terminates.
- vii. **Verification of Details:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
- viii. **Non-Disclosure:** You agree to sign and be bound by the terms of the Non-Disclosure, Non Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered serious misconduct and breach of the terms of your employment.

We look forward to having you in our team and our mutual success.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**BONDILI CHAKRADHAR SINGH**  
(Signature & Date)

---

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## Annexure I: Compensation Break-Up

Name	BONDILI CHAKRADHAR SINGH	
Designation	Trainee Engineer	
Particulars	Monthly (INR)	Annual (INR)
<b>Fixed Components</b>		
Basic Salary	14,470	1,73,640
Bonus	1,205	14,460
House Rent Allowance(HRA)	7,235	86,820
Special Allowance	2,423	29,076
<b>Company Contributions</b>		
Provident Fund	1,737	20,844
Gratuity	697	8,364
Medical Insurance Premium	1,400	16,800
<b>Incentives</b>		
Annual Retention Bonus		50,000
<b>ANNUAL TOTAL COST TO THE COMPANY</b>		<b>4,00,004</b>

### Notes:

**Annual Retention Bonus:** This amount will be paid upon successful completion of 1 year. At the time of pay-out, you should be active on our rolls and should not be serving notice period.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**BONDILI CHAKRADHAR SINGH**  
(Signature & Date)

### Visionet Systems Private Limited

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October 26<sup>th</sup>, 2021

ABDULLA AMEEN,  
Bangalore

## Offer Letter

Dear ABDULLA AMEEN,

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of “**Trainee Engineer**” with Visionet Systems Pvt. Ltd. at our **Bangalore** office. Your date of joining shall be **on or before July 04<sup>th</sup>, 2022**.

The detailed break-up of your compensation and the incentive structure is provided in the Annexure. The terms of the offer shall be included in your appointment letter, which will be issued upon your joining the company.

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

This offer will be valid subject to successful clearance of your pre-employment background verification and reference checks. Your written consent and requisite copies of documents are necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for the pre-employment background check within two business days from the date of acceptance of our offer of employment.

If you decide to accept the offer, please send us your written confirmation **on or before October 28<sup>th</sup>, 2021** post this date, this offer will automatically stand canceled. The date of joining may change subject to unforeseen events including Act of God, Lockdown, Pandemic and/or any of the Force Majeure event as explained in clause vi.

### **By accepting this offer, you are confirming that:**

- i. You have terminated or in the process of termination of your employment with your previous/current employer (if any) in compliance with their terms and conditions.
- ii. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the company or taking up this position with this company.
- iii. The company is not liable for any past dues owed by you due to the termination of any previous employment.
- iv. You are not bringing in any Intellectual Property that you do not have sole ownership of.

### **General Provisions:**

- i. **Amendment:** This Offer Letter may be amended or modified only by writing signed by both the parties.
- ii. **Assignment:** This Offer Letter may be assigned by the Company to any successor to its business or operations. Your rights hereunder may not be transferred by you except by will or by the laws of descent and distribution and except insofar as applicable law may otherwise require. Any purported assignment in violation of the preceding sentence shall be void.
- iii. **Non-Disparagement:** You will not disparage the Company or any of its affiliates, directors, officers, employees or other representatives in any manner and will in all respects avoid any negative criticism of the Company.
- iv. **Devote time:** You agree to devote all of your business time and attention to the business and affairs of the Company and to discharging the responsibilities assigned to you. This shall not preclude you engaging in charitable activities

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and community affairs, and managing your personal affairs, so long as these activities do not interfere with the performance of your duties and responsibilities as the Company's bonafide employee.

- v. **Accountable for Social Conduct:** If you commits any act or become involved in any situation, or occurrence, which degrades you in society, or brings you into public disrepute, contempt, scandal or ridicule, or which justifiably shocks, insults or offends the community, or which reflects negatively upon you , the Company, a sponsor or a licensee of the Company's stations, or if publicity is given to any such conduct, commission or involvement on the part of you, which occurred prior to the date of this Agreement, the Company shall have the right to revoke the Offer Letter immediately.
- vi. **Force Majeure:** If during the period of issuing the Offer letter, due to labour disputes, government regulations, or because of the failure of broadcasting facilities due to war or other calamity, pandemic (collectively, "Force Majeure") the Company in good faith believes it is unable to utilize your services, the Company shall have the right to suspend the Offer Letter for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to you during any such period of suspension; provided that such suspension shall end as soon as such Force Majeure terminates.
- vii. **Verification of Details:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
- viii. **Non-Disclosure:** You agree to sign and be bound by the terms of the Non-Disclosure, Non Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered serious misconduct and breach of the terms of your employment.

We look forward to having you in our team and our mutual success.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**ABDULLA AMEEN**  
(Signature & Date)

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**Visionet Systems Private Limited**

Registered Office : AMR Tech Park, # 23 & 24, Hosur Main Road, Bangalore - 560 068, INDIA. Tel : +91 80 2618 8000

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## Annexure I: Compensation Break-Up

Name	ABDULLA AMEEN	
Designation	Trainee Engineer	
Particulars	Monthly (INR)	Annual (INR)
<b>Fixed Components</b>		
Basic Salary	14,470	1,73,640
Bonus	1,205	14,460
House Rent Allowance(HRA)	7,235	86,820
Special Allowance	2,423	29,076
<b>Company Contributions</b>		
Provident Fund	1,737	20,844
Gratuity	697	8,364
Medical Insurance Premium	1,400	16,800
<b>Incentives</b>		
Annual Retention Bonus		50,000
<b>ANNUAL TOTAL COST TO THE COMPANY</b>		<b>4,00,004</b>

**Notes:**

**Annual Retention Bonus:** This amount will be paid upon successful completion of 1 year. At the time of pay-out, you should be active on our rolls and should not be serving notice period.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**ABDULLA AMEEN**  
(Signature & Date)

**Visionet Systems Private Limited**

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Date:30/06/2022

**Sub:-Letter of Offer**

**To:** Ajay B L

Thank you for exploring career opportunities with Employment Express Verband LLP.

Basis your interview with us, we are pleased to extend our offer for the position of **“Trader cum Business Development Intern”** with us for the process of “ICICI Securities Ltd.”.

As discussed, your compensation in your internship period will be INR 10,000/- including PLI per month for 6 Months i.e internship period. However, please note that the final compensation so offered shall range upto INR 4.0 LPA, subjected to internship performance, discipline, and other criteria discussed by management.

Your tentative joining shall be scheduled for July 2022.

You are requested to send your formal acceptance for this letter within seven days of issue of this letter through mail to company HR ([HR@Employmentexpress.net](mailto:HR@Employmentexpress.net)). Failure to do so shall result in withdrawal of selection, and the offer shall be null and void.

It is hereby stated this letter of intent is issued and considered valid as per company policy requirement and management is authorized to withdraw the offer as per company project policies.



**Kindly mail the following documents to [Hr@employmentexpress.net](mailto:Hr@employmentexpress.net) within 7 days of receiving offer-**

- 1.Passport Size Photo-1
- 2.Pan Card
- 3.Aadhaar Card (front and back) With linked active Mobile Number.
- 4.Educational Mark-sheets & Certificates
- 5.Cancel Cheque/Bank Statement (Anyone)



Auth. Sig.

ROOM NO. 15, PLOT NO. 22, Near MUNICIPAL SCHOOL, KHERWADI,  
BANDRA (E), Mumbai, Maharashtra, India 400051  
+91-7905044451, +91-8770132412  
[info@employmentexpress.net](mailto:info@employmentexpress.net)  
[employmentexpress.net](http://employmentexpress.net)

  
REGISTRAR  


October 26<sup>th</sup>, 2021

ARCHANA A,  
Bangalore

## Offer Letter

Dear ARCHANA A,

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of “**Trainee Engineer**” with Visionet Systems Pvt. Ltd. at our **Bangalore** office. Your date of joining shall be **on or before July 04<sup>th</sup>, 2022**.

The detailed break-up of your compensation and the incentive structure is provided in the Annexure. The terms of the offer shall be included in your appointment letter, which will be issued upon your joining the company.

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

This offer will be valid subject to successful clearance of your pre-employment background verification and reference checks. Your written consent and requisite copies of documents are necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for the pre-employment background check within two business days from the date of acceptance of our offer of employment.

If you decide to accept the offer, please send us your written confirmation **on or before October 28<sup>th</sup>, 2021** post this date, this offer will automatically stand canceled. The date of joining may change subject to unforeseen events including Act of God, Lockdown, Pandemic and/or any of the Force Majeure event as explained in clause vi.

### **By accepting this offer, you are confirming that:**

- i. You have terminated or in the process of termination of your employment with your previous/current employer (if any) in compliance with their terms and conditions.
- ii. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the company or taking up this position with this company.
- iii. The company is not liable for any past dues owed by you due to the termination of any previous employment.
- iv. You are not bringing in any Intellectual Property that you do not have sole ownership of.

### **General Provisions:**

- i. **Amendment:** This Offer Letter may be amended or modified only by writing signed by both the parties.
- ii. **Assignment:** This Offer Letter may be assigned by the Company to any successor to its business or operations. Your rights hereunder may not be transferred by you except by will or by the laws of descent and distribution and except insofar as applicable law may otherwise require. Any purported assignment in violation of the preceding sentence shall be void.
- iii. **Non-Disparagement:** You will not disparage the Company or any of its affiliates, directors, officers, employees or other representatives in any manner and will in all respects avoid any negative criticism of the Company.
- iv. **Devote time:** You agree to devote all of your business time and attention to the business and affairs of the Company and to discharging the responsibilities assigned to you. This shall not preclude you engaging in charitable activities

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### Visionet Systems Private Limited

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and community affairs, and managing your personal affairs, so long as these activities do not interfere with the performance of your duties and responsibilities as the Company's bonafide employee.

- v. **Accountable for Social Conduct:** If you commits any act or become involved in any situation, or occurrence, which degrades you in society, or brings you into public disrepute, contempt, scandal or ridicule, or which justifiably shocks, insults or offends the community, or which reflects negatively upon you , the Company, a sponsor or a licensee of the Company's stations, or if publicity is given to any such conduct, commission or involvement on the part of you, which occurred prior to the date of this Agreement, the Company shall have the right to revoke the Offer Letter immediately.
- vi. **Force Majeure:** If during the period of issuing the Offer letter, due to labour disputes, government regulations, or because of the failure of broadcasting facilities due to war or other calamity, pandemic (collectively, "Force Majeure") the Company in good faith believes it is unable to utilize your services, the Company shall have the right to suspend the Offer Letter for the duration of such Force Majeure, or for any part thereof, and no compensation will be paid or accrue to you during any such period of suspension; provided that such suspension shall end as soon as such Force Majeure terminates.
- vii. **Verification of Details:** This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
- viii. **Non-Disclosure:** You agree to sign and be bound by the terms of the Non-Disclosure, Non Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered serious misconduct and breach of the terms of your employment.

We look forward to having you in our team and our mutual success.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**ARCHANA A**  
(Signature & Date)

---

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## Annexure I: Compensation Break-Up

<b>Name</b>	ARCHANA A	
<b>Designation</b>	Trainee Engineer	
<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
<b>Fixed Components</b>		
Basic Salary	14,470	1,73,640
Bonus	1,205	14,460
House Rent Allowance(HRA)	7,235	86,820
Special Allowance	2,423	29,076
<b>Company Contributions</b>		
Provident Fund	1,737	20,844
Gratuity	697	8,364
Medical Insurance Premium	1,400	16,800
<b>Incentives</b>		
Annual Retention Bonus		50,000
<b>ANNUAL TOTAL COST TO THE COMPANY</b>		<b>4,00,004</b>

**Notes:**

**Annual Retention Bonus:** This amount will be paid upon successful completion of 1 year. At the time of pay-out, you should be active on our rolls and should not be serving notice period.

Yours sincerely,



**Senthil Velmurugan K**  
Director, Human Resources

Accepted \_\_\_\_\_  
**ARCHANA A**  
(Signature & Date)

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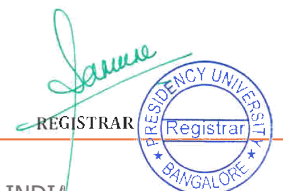




You Are Awesome!

Offer Letter

## Six Dee Telecom Solutions



**CAROL SACHIN CHAVAN**  
**8208159160**

**3/9/2022**

**201810102181@presidencyuniversity.in**

**Dear CAROL SACHIN CHAVAN,**

We welcome you to **Six Dee Telecom Solutions Privaste Limited** also known as **6D Technologies**. We are confident that we will build a long and mutually rewarding career together. We believe that it is individuals like you who can along with all of us build a world-class company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident and Active".

We sincerely hope that you will grow with us.

The following will list your relevant details about your general responsibilities.

### **Duties**

You must provide your services exclusively to the Company.

You will promote and expand the business of the Company.

You are expected to comply with all the Company's rules, policies and procedures from time to time in force.

You may be required to undertake other duties from time to time as the Company may reasonably require. If your duties or position with the Company changes for any reason, then the terms of this Letter will continue to apply, unless expressly varied by the parties in writing.

During the course of your employment you are expected, at all times, to maintain professional and responsible standards of conduct/behaviour, attendance and performance.

In particular you will agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings and in any other form that may be required by the Company) of the work being undertaken by yourself (including all inventions and proprietary information as necessary under the Employee Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be available to and remain the sole property of the Company at all times.

  
REGISTRAR 

## COMMENCEMENT DATE

If you accept this offer of employment, we will keep you informed about your date of joining.

Please contact on your joining date.

## REMUNERATION AND DESIGNATION

We would like to extend our offer to you to join **Six Dee Telecom Solutions Private Limited**, as **Software Engineer**.

During your initial 6 months of training/probation period, your total cost to company will be **INR 270000 per annum**. Details of the salary structure are given in the annexure attached.

Post successful completion of training/probation period, which depends on your performance during this period and manager's feedback, your total cost to company will be **INR 500000 per annum**. Details of the salary structure are given in the annexure attached.

## PLACE OF WORK:

Your work location will be **Bangalore** office. The Company may reasonably require you to work at any other department/premises of the Company whether existing or which may be set up in the future. In the performance of your duties for the Company, you may reasonably be required to travel, or require you to work throughout and outside India at client/ partner location of the Company.

We will be Working From Home until further notice, based on the current situation.

## BUSINESS EXPENSES

You will be entitled to be reimbursed for all expenses reasonably and properly incurred by you in carrying out your duties subject to normal verification and to complying with such policies as the Company may from time to time have regarding such expenses.

## PROBATION PERIOD

Probation is a period of trial and its purpose is to find out the suitability of an employee to hold the post substantively or permanently and the suitability has to be judged at the time of confirmation. However, an employee on probation can be terminated during the probation period due to unsatisfactory performance of the employee and the employer would be justified in the termination.

The first 6 months of your employment will be a probationary period. During this period you are not eligible for Annual Leave (AL), other than the exceptions mentioned in the paragraph below.

  
REGISTRAR 

The Company may extend your probationary period if so deemed necessary by the Company. The Company will confirm to you in writing your permanent position upon the satisfactory completion of your probationary period, or any extension of it.

## **BENEFITS**

### **A. ANNUAL LEAVES**

The company provides, as a benefit, paid annual leaves for its eligible employees. Forward requests for time off in advance to your supervisor, who may approve or deny the request based on company resources & activities. The company is flexible in approving time off when doing so would not interfere with company operations.

During Probation, you are eligible for 5 Fresher Annual Leave for below reasons, based on manager/reporting manager's discretion:

- 1 – Illness with fever
- 2 – University Convocation
- 3 – University Exams
- 4 – Marriage/ Death (god forbid) in immediate family
- 5 – Passport related

After probation, you are entitled for 21 leaves in a year (1<sup>st</sup> April to 31<sup>st</sup> March).

### **B. General Mediclaim:**

You will be eligible for General Mediclaim Policy starting from the date of joining.



## **PROFESSIONAL ETHICS AND CONFIDENTIALITY**

Your conduct at all-time should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organization, the highest standards of propriety and integrity will be expected of you.

## **NON-COMPETE AND NON-SOLICITATION**

During your employment and within one year after the cessation of your employment with the Company, you agree not to directly or indirectly,

- a. carry on, advise, provide services to or be engaged, concerned or interested in, or associated with, any business or activity which competes with or is in the same line of business carried on by the Company or its related companies, in any capacity (whether as principal agent, partner, employee, shareholder, unit holder, joint ventures, director, trustee, beneficiary, manager, consultant or adviser) within six months from the termination of this employment agreement;
- b. canvass, solicit or endeavor to entice away from the Company or its related companies, any person who or which at any time during your employment was or is a client or customer or supplier of the Company or its related companies or is in the habit of dealing with the Company or any of its related companies;
- c. solicit, interfere with or endeavor to entice away any employee of the Company or any of its related companies; or

  
REGISTRAR  


- d. Counsel, procure or otherwise assist any person to do any of the acts referred to in clauses (ii) and (iii).

## SEPARATION:

### A. Termination

Either party may terminate the employment by giving the other party three months' notice in writing. Also, the company may terminate your services with immediate effect, if any, in lieu of notice, even without assigning any reason thereof. Waiver of notice period is at the sole discretion of the company.

The Company will not be liable to pay the notice pay if you resign from its services and request that you be relieved with immediate effect. Your resignation will become effective and final notwithstanding the fact that the communication of acceptance does not reach you. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company will have the right not to accept your resignation.

On termination of your employment, you will immediately deliver to the Company all equipment, software, original and copies of documentation (including documentation stored in electronic format) and any other property belonging to the Company, which is in your possession, or under your control.

### B. Retirement:

Your employment with the Company will terminate automatically without any further notice at the Company's normal retirement age, which is on the day of your 60th birthday.

### C. Notice Period

Notice period is considered to start from the point the termination letter is received by the manager. Notice period for the all the employees is of 3 months. Notice period in probation period will be 1 month. However, when the situation warrants as in the case of breach of policies the company may decide to terminate the contract with immediate effect. The Company reserves the right to request serving of notice period. Not serving the notice period will result in forfeiting your FnF Waiver/payment/deduction in such an event will be at sole discretion of the Company.

### D. Absconding

An employee who abstains from their work without intimation and remains untraceable is referred to as an absconder. An employee not reporting to office for 3 consecutive working days without informing the reporting manager/manager will be considered as an absconding employee. The Company shall be entitled to forthwith terminate this employment without providing any notice or incurring any obligation or liability to pay any amount or dues to an absconding employee. This employee will also not be eligible for other HR documents.

### E. Statement of Facts:

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 your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In

REGISTRAR  
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BANGALORE

case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

## GOVERNING LAW AND ARBITRATION

This agreement shall be governed by the Laws of India. Any dispute, difference or question arising out of, in relation to or incidental to this Letter of Employment, including any dispute as to the existence or validity hereof, shall be first attempted to be resolved by mutual discussions and negotiations. In the eventuality of the failure of such negotiations, it shall be referred for arbitration to be conducted in accordance with the Arbitration and Conciliation Act, 1996. The arbitration will be conducted by a sole Arbitrator, who shall be appointed with the mutual consent. The venue of Arbitration shall be Bangalore, and the proceedings will be conducted in the English language.

## CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information except as may be required by the company and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with the Company.

## INDEMNIFICATION

You expressly agree to defend, at your own expense, and will indemnify and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising from your acts or omissions, unless such acts are authorized specifically by the Company.

## BACKGROUND CHECK & REFERENCES

We will conduct a background check and reference check on your previous employment details. Within ten (10) days of the date mentioned in this offer letter, you are required to furnish documents regarding education, previous employment and any other documents that Six DEE Telecom Solutions Private Limited may deem necessary for a background check. Our authorized partner will contact you in order to conduct the background check process and you are required to extend your cooperation to them in facilitating the process by providing relevant details or documents. Your joining us is contingent upon a satisfactory report on the background check relating to employment, experience, work history, etc., conducted by a 6D Technologies approved agency

## PERFORMANCE MANAGEMENT AND SALARY REVISION

Based on your date of joining, your appraisal cycle will be decided (either April or October). Any compensation revision decisions will be based on your performance and company policies prevailing at that point of time.

## INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights and goodwill generated as a result of your employment with the Company shall be for the benefit of and belong to the Company.

  
REGISTRAR  




You assign all intellectual property rights of whatever nature, that may arise under or in connection with the services you provide whilst in employment to the Company.

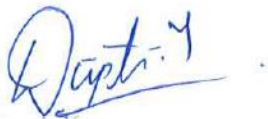
## AMENDMENTS

Subject to applicable laws, the Company reserves the right to amend its terms and conditions of employment and policies from time to time. Once you join us, you will abide by all the policies & procedures of the Company.

**You should retain a copy of this letter for your own records and sign and return one copy to the Company.**

We look forward to you joining us.

Kind regards,  
Yours sincerely,



**Dipti Yadav**

Manager - Human Resources

For and on behalf of

**Six Dee Telecom Solutions Private Limited**



## DECLARATION/ACCEPTANCE BY EMPLOYEE

I assume that all the information furnished by me during the recruitment process is true and correct.

**Six Dee Telecom Solutions Private Limited** have the right to initiate any verification of educational qualifications and previous employments directly or indirectly to validate the information

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept employment with **Six Dee Telecom Solutions Private Limited** under the terms and conditions as set out herein above and undertake to fully comply and abide by the same. I have carefully read and understood these terms with the help of my legal advisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**(CAROL SACHIN CHAVAN)**

  
REGISTRAR  


1<sup>st</sup> March 2022

**OFFER LETTER**

**Mr. DHEERAJ SHANKAR**

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
  - a) You shall join the company on or before **1<sup>st</sup> May 2022**.
  - b) Accuracy of the testimonials and information provided by you.
  - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
  - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical knowhow, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

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

Yours sincerely.



Nicel KM  
Co-Founder  
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

I accept the terms and conditions of this offer

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
Dickenson Road Bangalore, KA 560042



**Annexure**

<b>Name:</b> DHEERAJ SHANKAR	<b>Designation:</b> Senior Executive Customer Experience & Product Specialist	
<b>Band:</b> B2A	<b>Location:</b> Bangalore	
<b>Entitlement</b>	<b>Per Month₹</b>	<b>Per Annum₹</b>
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
<b>Sub Total 1</b>	<b>30,967</b>	<b>3,71,604</b>
Company's Contribution to PF	1,800	21,600
<b>Sub Total 2</b>	<b>32,767</b>	<b>3,93,204</b>
Group Mediclaim Insurance		11,800
Gratuity (Estimated)***		8,511
<b>Sub Total 3</b>		<b>11,652</b>
<b>Gross Annual Fixed (Grand Total)</b>		<b>4,13,515</b>
<b>Annual Management Bonus~</b>		<b>45,000</b>
<b>Total Cost to Company ^^^ (at 100% payout)</b>		<b>4,58,515</b>

**^^^Total Cost to Company**

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

**\*\*\*Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

**Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.**

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

**~ Annual Management Bonus**

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



**Nicel KM**  
**Co-Founder**  
**Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)**

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
 Dickenson Road Bangalore, KA 560042

  
 REGISTRAR  


1<sup>st</sup> March 2022

**OFFER LETTER**

**Mr. DIVESH KUMAR TIWARI**

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
  - a) You shall join the company on or before **1<sup>st</sup> May 2022**.
  - b) Accuracy of the testimonials and information provided by you.
  - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
  - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical knowhow, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

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

Yours sincerely.



Nicel KM  
Co-Founder  
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

I accept the terms and conditions of this offer

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
Dickenson Road Bangalore, KA 560042



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BANGALORE

**Annexure**

<b>Name:</b> DIVESH KUMAR TIWARI	<b>Designation:</b> Senior Executive Customer Experience & Product Specialist	
<b>Band:</b> B2A	<b>Location:</b> Bangalore	
<b>Entitlement</b>	<b>Per Month₹</b>	<b>Per Annum₹</b>
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
<b>Sub Total 1</b>	<b>30,967</b>	<b>3,71,604</b>
Company's Contribution to PF	1,800	21,600
<b>Sub Total 2</b>	<b>32,767</b>	<b>3,93,204</b>
Group Mediciam Insurance		11,800
Gratuity (Estimated)***		8,511
<b>Sub Total 3</b>		<b>11,652</b>
<b>Gross Annual Fixed (Grand Total)</b>		<b>4,13,515</b>
<b>Annual Management Bonus~</b>		<b>45,000</b>
<b>Total Cost to Company ^^^ (at 100% payout)</b>		<b>4,58,515</b>

**^^^Total Cost to Company**

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

**\*\*\*Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

**Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.**

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- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

**~ Annual Management Bonus**

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



**Nicel KM**  
**Co-Founder**  
**Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)**

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
 Dickenson Road Bangalore, KA 560042

  
 REGISTRAR  


1<sup>st</sup> March 2022

**OFFER LETTER**

**Mr. KISHAN KUMAR**

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
  - a) You shall join the company on or before **1<sup>st</sup> May 2022**.
  - b) Accuracy of the testimonials and information provided by you.
  - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
  - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical knowhow, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

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

Yours sincerely.



Nicel KM  
Co-Founder  
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

I accept the terms and conditions of this offer

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
Dickenson Road Bangalore, KA 560042



**Annexure**

<b>Name:</b> KISHAN KUMAR	<b>Designation:</b> Senior Executive Customer Experience & Product Specialist	
<b>Band:</b> B2A	<b>Location:</b> Bangalore	
<b>Entitlement</b>	<b>Per Month₹</b>	<b>Per Annum₹</b>
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
<b>Sub Total 1</b>	<b>30,967</b>	<b>3,71,604</b>
Company's Contribution to PF	1,800	21,600
<b>Sub Total 2</b>	<b>32,767</b>	<b>3,93,204</b>
Group Mediciam Insurance		11,800
Gratuity (Estimated)***		8,511
<b>Sub Total 3</b>		<b>11,652</b>
<b>Gross Annual Fixed (Grand Total)</b>		<b>4,13,515</b>
<b>Annual Management Bonus~</b>		<b>45,000</b>
<b>Total Cost to Company ^^^ (at 100% payout)</b>		<b>4,58,515</b>

**^^^Total Cost to Company**

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

**\*\*\*Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

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- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

**~ Annual Management Bonus**

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



**Nicel KM**  
**Co-Founder**  
**Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)**

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
 Dickenson Road Bangalore, KA 560042

  
 REGISTRAR  


## Offer letter-KARTHIK C

Harshala.Dinakar <HARSHALA.DINAKAR@unimechaerospace.com>

Thu 1/27/2022 3.10 pm

To: Atanu Dutta-DGM - Career Services & Industry Connect <atanudutta@presidencyuniversity.in>; ckarthikc1912@gmail.com <ckarthikc1912@gmail.com>

Cc: Anil Puthan <anil.puthan@unimechaerospace.com>; Mani Puthan <mani@unimechaerospace.com>; Preetham Shimoga <preetham.shimoga@unimechaerospace.com>; Umesh Chougule <Umesh.Chougule@unimechaerospace.com>

Dear KARTHIK C,  
Congratulations!

You have been selected for the position of **Project Trainee** at Innomech Aerospace and Tooling's Pvt. Ltd. your Joining Date will be **01st Feb 2022**.

**Name : KARTHIK C**

**Designation : Project Trainee**

**DOJ : 01 Feb 2022**

Salary Components	Monthly INR	Annual INR
Basic	15,000	1,80,000
HRA	2,000	24,000
Conveyance	500	6,000
Medical Allowance	500	6,000
Special Allowance		-
<b>Total Gross</b>	<b>18,000</b>	<b>2,16,000</b>
Gratuity 4.5% of Annual Basic	675	8,100
PF Contribution	1,950	23,400
<b>Total CTC</b>	<b>20,625</b>	<b>2,47,500</b>
Deduction PF	1,800	
Deduction ESI	-	
Deduction PT	200	
<b>Approx Net/ Take home - p.m.*</b>	<b>16,000</b>	

**\*Subject to Tax**

Kindly go through this and acknowledge the same to proceed with your onboarding process.

**Thanks & Regards**

Harshala Dinakar  
Human Resource Executive  
Email – harshala.dinakar@unimechaerospace.com



*Sanu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar



## Offer letter-SANJAY ANANT CHANDAVAR

Harshala.Dinakar <HARSHALA.DINAKAR@unimechaerospace.com>

Thu 1/27/2022 3:18 pm

To: Atanu Dutta-DGM - Career Services & Industry Connect <atanudutta@presidencyuniversity.in>; sanjaychandavar@gmail.com <sanjaychandavar@gmail.com>

Cc: Anil Puthan <anil.puthan@unimechaerospace.com>; Mani Puthan <mani@unimechaerospace.com>; Preetham Shimoga <preetham.shimoga@unimechaerospace.com>; Umesh Chougule <Umesh.Chougule@unimechaerospace.com>

Dear SANJAY ANANT CHANDAVAR,  
Congratulations!

You have been selected for the position of **Project Trainee** at Innomech Aerospace and Tooling's Pvt. Ltd. your Joining Date will be **01st Feb 2022**.

**Name : SANJAY ANANT CHANDAVAR**

**Designation : Project Trainee**

**DOJ : 01 Feb 2022**

Salary Components	Monthly INR	Annual INR
Basic	15,000	1,80,000
HRA	2,000	24,000
Conveyance	500	6,000
Medical Allowance	500	6,000
Special Allowance		-
<b>Total Gross</b>	<b>18,000</b>	<b>2,16,000</b>
Gratuity 4.5% of Annual Basic	675	8,100
PF Contribution	1,950	23,400
<b>Total CTC</b>	<b>20,625</b>	<b>2,47,500</b>
Deduction PF	1,800	
Deduction ESI	-	
Deduction PT	200	
<b>Approx Net/ Take home - p.m.*</b>	<b>16,000</b>	

**\*Subject to Tax**

Kindly go through this and acknowledge the same to proceed with your onboarding process.

**Thanks & Regards**

Harshala Dinakar  
Human Resource Executive  
Email – harshala.dinakar@unimechaerospace.com



## Offer letter- VISHNU A R

Harshala.Dinakar <HARSHALA.DINAKAR@unimechaerospace.com>

Thu 1/27/2022 3:25 pm

To: Atanu Dutta-DGM - Career Services & Industry Connect <atanudutta@presidencyuniversity.in>; vishnu5march2000@gmail.com <vishnu5march2000@gmail.com>

Cc: Anil Puthan <anil.puthan@unimechaerospace.com>; Mani Puthan <mani@unimechaerospace.com>; Preetham Shimoga <preetham.shimoga@unimechaerospace.com>; Umesh Chougule <Umesh.Chougule@unimechaerospace.com>

Dear VISHNU A R,  
Congratulations!

You have been selected for the position of **Project Trainee** at Innomech Aerospace and Tooling's Pvt. Ltd. your Joining Date will be **01st Feb 2022**.

**Name : VISHNU A R**

**Designation : Project Trainee**

**DOJ : 01 Feb 2022**

Salary Components	Monthly INR	Annual INR
Basic	15,000	1,80,000
HRA	2,000	24,000
Conveyance	500	6,000
Medical Allowance	500	6,000
Special Allowance		-
<b>Total Gross</b>	<b>18,000</b>	<b>2,16,000</b>
Gratuity 4.5% of Annual Basic	675	8,100
PF Contribution	1,950	23,400
<b>Total CTC</b>	<b>20,625</b>	<b>2,47,500</b>
Deduction PF	1,800	
Deduction ESI	-	
Deduction PT	200	
<b>Approx Net/ Take home - p.m.*</b>	<b>16,000</b>	

**\*Subject to Tax**

Kindly go through this and acknowledge the same to proceed with your onboarding process.

**Thanks & Regards**

Harshala Dinakar  
Human Resource Executive  
Email – harshala.dinakar@unimechaerospace.com



*Sanu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

## Offer letter-Unni Avinash

Harshala.Dinakar <HARSHALA.DINAKAR@unimechaerospace.com>

Thu 1/27/2022 3:30 pm

To: Atanu Dutta-DGM - Career Services & Industry Connect <atanudutta@presidencyuniversity.in>; unni.avinash20@gmail.com <unni.avinash20@gmail.com>

Cc: Anil Puthan <anil.puthan@unimechaerospace.com>; Mani Puthan <mani@unimechaerospace.com>; Preetham Shimoga <preetham.shimoga@unimechaerospace.com>; Umesh Chougule <Umesh.Chougule@unimechaerospace.com>

Dear Unni Avinash,  
Congratulations!

You have been selected for the position of **Project Trainee** at Innomech Aerospace and Tooling's Pvt. Ltd. your Joining Date will be **01st Feb 2022**.

**Name : Unni Avinash**

**Designation : Project Trainee**

**DOJ : 01 Feb 2022**

Salary Components	Monthly INR	Annual INR
Basic	15,000	1,80,000
HRA	2,000	24,000
Conveyance	500	6,000
Medical Allowance	500	6,000
Special Allowance		-
<b>Total Gross</b>	<b>18,000</b>	<b>2,16,000</b>
Gratuity 4.5% of Annual Basic	675	8,100
PF Contribution	1,950	23,400
<b>Total CTC</b>	<b>20,625</b>	<b>2,47,500</b>
Deduction PF	1,800	
Deduction ESI	-	
Deduction PT	200	
<b>Approx Net/ Take home - p.m.*</b>	<b>16,000</b>	

**\*Subject to Tax**

Kindly go through this and acknowledge the same to proceed with your onboarding process.

**Thanks & Regards**

Harshala Dinakar  
Human Resource Executive  
Email – harshala.dinakar@unimechaerospace.com



## Offer letter-RANJIT JAYAN NAIK

Harshala.Dinakar <HARSHALA.DINAKAR@unimechaerospace.com>

Thu 1/27/2022 3:42 pm

To: Atanu Dutta-DGM - Career Services & Industry Connect <atanudutta@presidencyuniversity.in>; ranjitnaik444@gmail.com <ranjitnaik444@gmail.com>

Cc: Anil Puthan <anil.puthan@unimechaerospace.com>; Mani Puthan <mani@unimechaerospace.com>; Preetham Shimoga <preetham.shimoga@unimechaerospace.com>; Umesh Chougule <Umesh.Chougule@unimechaerospace.com>

Dear RANJIT JAYAN NAIK,  
Congratulations!

You have been selected for the position of **Project Trainee** at Innomech Aerospace and Tooling's Pvt. Ltd. your Joining Date will be **01st Feb 2022**.

**Name : RANJIT JAYAN NAIK**

**Designation : Project Trainee**

**DOJ : 01 Feb 2022**

Salary Components	Monthly INR	Annual INR
Basic	15,000	1,80,000
HRA	2,000	24,000
Conveyance	500	6,000
Medical Allowance	500	6,000
Special Allowance		-
<b>Total Gross</b>	<b>18,000</b>	<b>2,16,000</b>
Gratuity 4.5% of Annual Basic	675	8,100
PF Contribution	1,950	23,400
<b>Total CTC</b>	<b>20,625</b>	<b>2,47,500</b>
Deduction PF	1,800	
Deduction ESI	-	
Deduction PT	200	
<b>Approx Net/ Take home - p.m.*</b>	<b>16,000</b>	

**\*Subject to Tax**

Kindly go through this and acknowledge the same to proceed with your onboarding process.

**Thanks & Regards**

Harshala Dinakar  
Human Resource Executive  
Email – harshala.dinakar@unimechaerospace.com



*Sanu*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
BANGALORE

To,  
**ARSHAD QURESHI SYED**  
Subject: Offer Letter

Date: December 15th 2021

Dear ARSHAD QURESHI SYED,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaate Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your First Month (30 days) salary will be dispersed along with your 4<sup>th</sup> month salary.
- During this Internship you are eligible to get Rs 200,000/- Rupees as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaate.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30days of notice period without fail, or else the management of Intellipaate can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.

Again, congratulations and we look forward to working with you.

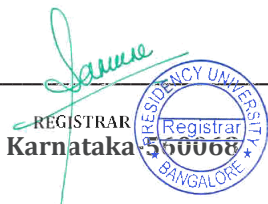
Yours truly,  
For Intellipaate Software Solutions Private Limited



**Dev Bisht**  
Director- Human Resources

**Intellipaate Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka 560068



To,  
**VIKAS SURESH GOWDA**  
Subject: Offer Letter

Date: December 15th 2021

Dear VIKAS SURESH GOWDA,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaate Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your First Month (30 days) salary will be dispersed along with your 4<sup>th</sup> month salary.
- During this Internship you are eligible to get Rs 200,000/- Rupees as incentive based on your performance.
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- Based on your performance, PPO will be released before the completion of your internship at Intellipaate.
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- You need to serve 30days of notice period without fail, or else the management of Intellipaate can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.

Again, congratulations and we look forward to working with you.

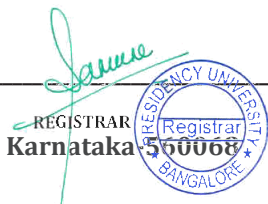
Yours truly,  
For Intellipaate Software Solutions Private Limited



**Dev Bisht**  
Director- Human Resources

Intellipaate Software Solutions Pvt. Ltd.

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka 560068



1<sup>st</sup> March 2022

**OFFER LETTER**

Mr. MANOJ H V

We are pleased to offer you the position of **Senior Executive Customer Experience & Product Specialist in Product Adoption department** with Zwayam Digital Pvt Ltd (a subsidiary of Info Edge India Ltd).

1. This **Letter of Offer** is being issued subject to the following terms:
  - a) You shall join the company on or before **1<sup>st</sup> May 2022**.
  - b) Accuracy of the testimonials and information provided by you.
  - c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on above mentioned date.
  - d) Successful background verification and reference check. In the event the background verification is not satisfactory in the sole opinion of the Company, the Company reserves the right to revoke the offer letter at any time without assigning any reason.
2. On your date of joining, you will be issued a formal Appointment Letter.
3. You shall be based in **Bangalore** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.
4. As an employee of the company, you will receive an annual CTC (Cost to the Company) as mentioned in Annexure attached on Page 2.
5. In case you decide to leave the service of the organization, you will be required to give **30 days'** notice. The organization in its sole discretion can decide to waive off/ reduce the notice period depending upon the exigencies. In such case, you would be required to pay the organization the gross salary for the notice period so reduced/ waived off.
6. You agree that, during the term of this Agreement or any extensions and for a period of two (2) years thereafter, you will keep confidential any information which you obtains from the Company or any of said entities' subsidiaries, sister corporations or concerns, now or hereafter existing or created, concerning their client data properties, assets, content of this letter of offer, particular or detail of products, developing process, technical knowhow, administrative or organizational matters, proprietary assets, source codes, copyrights, business methods, and trade secrets.
7. Upon termination of employment, all company documents, information and property, business cards, office keys must be returned to the office prior to leaving.
8. Work from home: In view of the Covid-19 situation you will be working from home starting your joining date. While working from home you shall adhere to the company wide guidelines on work from home to ensure business continuity. However, you are expected to report to your work location as per the timelines decided by HR, once the office re-opens and is ready for the daily function.

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

Yours sincerely.



Nicel KM  
Co-Founder  
Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)

I accept the terms and conditions of this offer

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
Dickenson Road Bangalore, KA 560042



**Annexure**

<b>Name:</b> MANOJ H V	<b>Designation:</b> Senior Executive Customer Experience & Product Specialist	
<b>Band:</b> B2A	<b>Location:</b> Bangalore	
<b>Entitlement</b>	<b>Per Month₹</b>	<b>Per Annum₹</b>
Basic Salary	14,745	1,76,940
House Rent Allowance (HRA)	7,373	88,476
Special Allowance	8,849	1,06,188
<b>Sub Total 1</b>	<b>30,967</b>	<b>3,71,604</b>
Company's Contribution to PF	1,800	21,600
<b>Sub Total 2</b>	<b>32,767</b>	<b>3,93,204</b>
Group Mediclaim Insurance		11,800
Gratuity (Estimated)***		8,511
<b>Sub Total 3</b>		<b>11,652</b>
<b>Gross Annual Fixed (Grand Total)</b>		<b>4,13,515</b>
<b>Annual Management Bonus~</b>		<b>45,000</b>
<b>Total Cost to Company ^^^ (at 100% payout)</b>		<b>4,58,515</b>

**^^^Total Cost to Company**

Total Cost to Company is a total of Gross Annual Fixed and Annual Variable Pay/Annual Management Bonus/ Annual Tech Bonus at 100% payout as per the clause mentioned above.

**\*\*\*Gratuity:**

You are entitled to retiral benefit of gratuity as per provisions of "Payment of Gratuity Act 1972". The amount indicated is equivalent to 15 days Basic Salary on a base of 26 days in a month, for every completed year as part thereof in excess of Six months. The payment shall be contingent upon continuous service of 5 years with the company. As per the act, the gratuity payable at the end of service shall not exceed twenty lakh rupees.

**Following statutory deduction will be made from your monthly salary (apart from PF Deduction) to comply with different State & Central Acts.**

- Income Tax will be deducted as per slabs specified in IT Act.
- Professional Tax and Labour welfare fund (LWF) will be deducted from your monthly salary if it's applicable in the state in which you are working.
- ESI will be deducted, if your gross salary does not exceed the limit specified in ESI Act for ESI Coverage.

**~ Annual Management Bonus**

The indicative range of Annual Management Bonus at your band is Rs.0/- to Rs. 45,000»/- . Please note:

- Management Bonus will be paid along with Annual Appraisal cycle and will be prorated as per Date of Joining.
- This is not a guaranteed component of your compensation and the actual pay out shall be calculated based on parameters as fixed for measuring Individual, Department and Company performance.
- To be eligible for the above mentioned component for a given evaluation period, you need to be on the rolls of the company at the time of pay out of the bonus component.
- The Management Bonus scheme may be revised from time to time.



**Nicel KM**  
**Co-Founder**  
**Zwayam Digital Private Ltd (a subsidiary of Info Edge India Ltd)**

**ZWAYAM DIGITAL PVT. LTD.**

Unit No. N - 801 & 802, 8th Floor, North Block Manipal Centre, 47,  
 Dickenson Road Bangalore, KA 560042

  
 REGISTRAR  




To,  
**AKASH B**  
Subject: Offer Letter

Date: December 15th 2021

Dear AKASH B,

In reference to your application, we would like to congratulate you on being selected for internship with **Intellipaate Software Solutions Pvt. Ltd.** Your work is scheduled to start from **24<sup>th</sup> January,2022** for a period of 6 Months. During this period, you will get paid Rs. 22,000/month (Rupees Twenty-Two Thousand Only) and you will be working as an '**Business Development Trainee**'. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is 6 days in a week.
- Your First Month (30 days) salary will be dispersed along with your 4<sup>th</sup> month salary.
- During this Internship you are eligible to get Rs 200,000/- Rupees as incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, PPO will be released before the completion of your internship at Intellipaate.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve 30days of notice period without fail, or else the management of Intellipaate can hold your salary/ experience letter / relieving letter after joining.
- Minimum working duration must be 9 hours including one-hour lunch/dinner break.
- After the successful completion of 6 Months Internship period total CTC would be 900,000 INR.

Again, congratulations and we look forward to working with you.

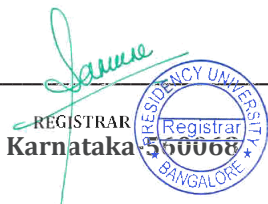
Yours truly,  
For Intellipaate Software Solutions Private Limited



**Dev Bisht**  
Director- Human Resources

**Intellipaate Software Solutions Pvt. Ltd.**

AMR Tech Park 3, Ground Floor, Tower B, Bommanahalli, Hosur Road, Bengaluru, Karnataka 560068





WeWork, Vaishnavi Signature,  
Marthahalli, Sarjapur Outer  
Ring Rd, Bellandur  
Bangalore, Karnataka, 560103  
[support@codeyoung.com](mailto:support@codeyoung.com)  
8186928385

## Employment Offer and Employment Agreement

23<sup>rd</sup> November 2021,

**Dear SATYABODHA PRALHAD DESHPANDE,**

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as Employment Agreement. Your date of joining is **24<sup>th</sup> January 2022**

### 1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same / similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.

For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

### 2. Probation

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 15000/month (Fifteen Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period by without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

  
REGISTRAR  


## **JOB TITLE: Inside Sales Executive**

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

### **3. COMPENSATION**

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory charges arising as a result of your employment with the Company, these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

### **4. SALARY REVISIONS**

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

### **5. DEDUCTIONS FROM PAY**

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

## 6. HOURS OF WORK

Your usual working hours shall be 7pm to 4am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

## 7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

## 8. PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required from time to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

## 9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

## 10. RULES AND REGULATIONS

Codeyoung, is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and / or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

## 11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

## 12. PROTECTION OF PERSONAL DATA

The Codeyoungadopts industry standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

## 13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

## 14. DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess, is kept protected. Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

## 15. TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

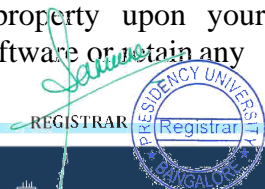
Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require.

## 16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

## 17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any



of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

## 18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

## 19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any claims, losses or damages arising from your breaches or unlawful activities.

## 20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for a duration of two years after termination of your engagement with Codeyoung, regardless of the reason for termination of your engagement with Codeyoung.

## 21. AMENDMENTS

The Company reserves the right to amend the terms and conditions related to employment, the policies, the rules and regulations applicable to employees. Such changes would be communicated through an internal communication to the employees at large. Such changes



shall be deemed to be part of your employment conditions. All enclosures herewith are deemed part of your employment agreement with the Company.

## **22. EXCLUSIVE JURISDICTION**

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

## **23. SEVERABILITY**

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable.





## CONFIRMATION OF ACCEPTANCE

We request you to complete and return the copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

**Shailendra Dhakad**

**Director**

**Codeyoung**





**HR 2.01 E5 -- Acceptance of Software and Systems usage.**

To

**Codeyoung**

**("Thecompany")**

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

  
REGISTRAR  
  
Smart Owl Education Pvt Ltd  
CIN: U80904KA2020PTC132006

## **HR 2.01 F6 – Data Protection Declaration**

To: Codeyoung (“Codeyoung”)

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a “Data Controller” and together the “Data Controllers”).

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else’s use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

- a. Codeyoung staff training video on data protection;
- b. Security procedures specific to the building where I am to carry out my assignment; and
- c. Codeyoung staff handbook.

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph 4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions . I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

  
REGISTRAR  
  
Smart Owl Education Pvt Ltd  
CIN: U80904KA2020PTC132006