

Capgemini Technology Services India Limited
(Formerly known as KATE Global Solutions Limited)
IT 1, IT 2, And MGCL, Thane - Salapur Road,
New Mumbai 400709, Maharashtra, India.
Tel: +91 22 7144 4200 | Fax: +91 22 7141 2121
www.capgemini.com/in/en

Superset ID: 1289642

Letter of Intent ("LOI")

Dear Pasula 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 LOI, 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 Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
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 (via 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 Caggemini and your performance will be evaluated periodically during such training period.

Caggemini 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 Intent 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 Caggemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We 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 hr@aggemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1289542**
- 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 1289542**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1289542**

Thanking you,

Yours Sincerely,

For & On Behalf of Caggemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Pasula Reddy
Analyst and AI

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

Tajinder Sethi
Lead - Fresher Hiring

This is a system generated document and does not need a signature

Regd Office: Pune (Registered Regd. Office No. 14, Raju Gandhi Memorial Park, Hingwadi Phase II, MIDC SSI, Village/Mun. Taluka/Mahala, Pune - 411007, Maharashtra, India. Tel: +91 20 2688 1000 | Fax: +91 20 2688 2000 | CIN: U51109PN1600PLC140950



- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefit Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality

- a. 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

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is looking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policy@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employees shall seek, communicate, provide or allow access to "UPSI" of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to: policy@wipro.com.

I **SRIHARSHA NOORBHASHA**, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purpose:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me.*

ANNEXURE B

SALARY OFFER SHEET

Name: **SRIHARSHA NOORBHASHA**

Position: **Project Engineer**

Career Group: **TRB - B**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,870
HRA	5,000
Bonus	2,234
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,000
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	600
Total Fixed Compensation	27,100
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,450
Target Cost to Company per month	28,147
Total Cost to Company per annum	3,50,994

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime interest free contingency loan of lesser of Rs. 60,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs. 10,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2Lac per annum.

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. This same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential.

ANNEXURE - V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE - VI

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Service Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Access Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefit Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 60,000.

2. Telephone/Mobile Phone Allowance:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc, for internet usage plans are eligible for IT exemption up to Rs. 10,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs. 100 (additional 500 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

- You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WSP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- minimum of 12% of (Basic + WSP + Additional (Where applicable)) or INR 1800 pm
- National sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training); you would be entitled for the following:
 - Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies-> India->My Travel-Transfer Policy-Team Rainbow.
- Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS:

Medical

- Medical Assistance Program (MAP):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be granted based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAP. Medical is a reimbursement amount, i.e., it will be paid at actuals on making a claim.
- Mediclaim:** You are eligible for a floater coverage of Rs 2,50,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

Basic Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Healthcheck:** Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. if an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: $\text{Basic} \times \text{No of years to Retirement} \times \text{Grade Factor} \times \%$ based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. 6,480}$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest-Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 30 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- Group Personal Accident Insurance (GPAI) Program:** Rs. 12,00,000 Through GPAI you are covered by way of stand-the-dock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance:** Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro → My Policies → Initia → My Financials → Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contributor Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

Transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be renewed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs. 1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wpro -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wpro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept **Decline**

 **Signature** SPNARSHA NDIRHASHA 20/02/2022 2:44 PM
(Checking the checkbox above is equivalent to a handwritten signature)

 **General Office**

Name
Location T: +91 (0)1 2944 0811

Document F: +91 (0)1 2944 0204

Contact
Person E: info@wpro.com

Company's
Web Site W: wpro.com

India C: L121006A1H0PL080060

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Capgemini Technology Services India Limited
(Formerly known as CTS Global Solutions Limited)
IT-1, IT-2, 4th MIDC, Thane - Western Road,
Navi Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4201 | Fax: +91 22 7141 2521
www.capgemini.com/india

Supersat ID: 1300990

Letter of Intent ("LOI")

Dear Kollu Vaidhavi,

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

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- In case of any other query, write to us with e-mail subject as: **Other Queries- Superset ID 1306990**

Thanking you,

Yours Sincerely,

For & On Behalf of Caggemini

Tejinder Sethi

Head - Fresher Hiring

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ANNEXURE 1

Kolkoje Vaidhavi
Analyst and A4

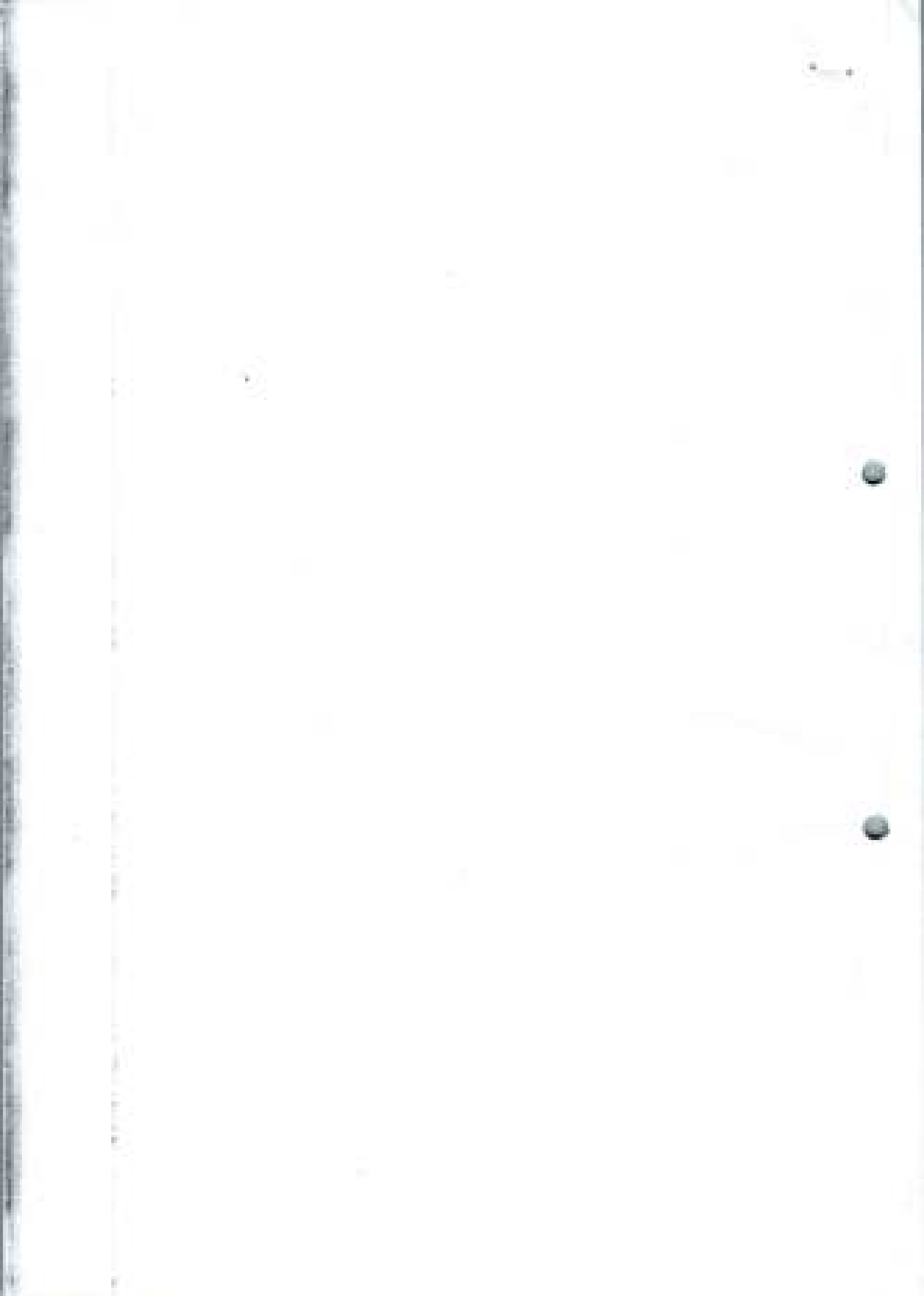
Your all-inclusive annual target compensation (on a cost to company basis) will be INR 4,00,000/- (Rupees Four Lakh only). On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of INR 25,000/- (Rupees Twenty Five Thousand only). Based on your Date of 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

Tajinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

People Office, Pune Regional Regd. Office for IT, Regd. Office, Infocity Park, Hinjewadi Phase II, MIDC-SEZ, Village Manjivada, Manjivada, Pune - 411007, Maharashtra, India. Tel: +91 20 8880 1200 | Fax: +91 20 8088 9000 | CMA
188118992@capgemini.com



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15/04/2022

Velocity – Wipro's Exclusive Upgrade Batch Allocation Details

1 message

Learnit Support <Learnit.Support@stackroute.in>

Tue, 12 Apr 2022 at 7:48 pm

Hi,

Greetings from StackRoute!

Congratulations on being nominated to attend **Velocity – Wipro's Exclusive Upgrade Program**!

Below are your batch details:

- Program Name – Certificate Program in Java Full Stack
- Batch Name – Batch 02 Java FSD
- Training Time Slot – Morning 09:00 AM to 01:00 PM
- Program Start Date – 16th April - Live training sessions
- Link to join the session - <https://learn-wipro.stackroute.in/> (Login using your mail id and reset your password using the forgot password option for the first time)
- Note : your session will start from 16th April and no other separate invite will be shared. For the duration of the program, you have to login through the above-mentioned link.

For ease of access, below are the login steps:



Please note the link to join the session will be enabled only 15 mins before the scheduled time.



For any support or queries, please write to learner.support@stackroute.in

Happy learning!

StackRoute team,



Visit us at: <http://www.stackroute.com>
Follow us on: <http://www.facebook.com/stackroute>

DISCLAIMER

This email and any files transmitted with it are confidential and are solely for the use of the individual or entity to which it is addressed. Any use, distribution, copying or disclosure by any other person is strictly prohibited. If you receive this communication in error, please notify the sender by reply email and then delete the message. Opinions, conclusions and other information in this message that do not relate to official business of the company shall be understood to be neither given nor endorsed by MIT Ltd. Any information contained in this email, when addressed to Clients is subject to the terms and conditions in governing client contract.

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APPOINTMENT LETTER

January 21, 2022

Dear Palakrita Anitha,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's internet portal i.e. ajps.wipro.com.

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

T. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

B. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after termination of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and to enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - You have any pending backlog/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shallen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on _____

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

- a. received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned "Conflict of Interest" policy and I declare that there is no "Conflict of Interest" in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI" of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others.
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the trader but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE J

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2008

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

SALARY OFFER SHEET

Name: Palakurta Ankitha

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,870
HRA	5,638
Bonus	2,334
Wipro Benefits Plan (WBP)	4,840
Total Fixed Cash	24,682
PF (Employer Contribution)	1,600
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,102
Other Compensation Benefits	
Health benefit (Medical)	800
Variable Pay	
Target Variable Pay	1,450
Target Cost to Company per month	28,147
Total Cost to Company per annum	3,50,984

Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following unique Company Benefits to help you manage during exigency.

- a. Creditline interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Creditline interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2Lac per annum.

ANNEXURE - IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	3,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.
- IV. In the event of your deployment to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential.

ANNEXURE - V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE - VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies, i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowances and Bonus:

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefit Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [policy](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowance:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ mobile hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exemption up to Rs. 18,000 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal Card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs. 100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. Rest Decision System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WDP. This will be over and above 800-300 investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WDP + Additional (Where applicable)) or INR 1800 pm
- b. Notional sum indicating contribution of 8.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
 - ii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at [myWipro > My Policies > India > My Travel > Transfer Policy > Team Rainbow](#).
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. **Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and ending months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at source on making a claim.
2. **Mediclaim:** You are eligible for a basic coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the basic sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

- Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Critical Illness¹: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program²:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade E3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

E.g. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a fixed, periodic predefined pension accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

^{1,2} These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover

- Group Personal Accident Insurance (GPAI) Program**: Rs. 12,00,000 Through GPAI you are covered by way of road-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance**: Rs. 14, 50,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies ->India -> My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

3. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

Transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slip of the enrolled member. The accumulated contribution amount and the interest earned (or FV corpus) can be offered to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My Info->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature **Patelkuma Aniksha** 21/11/2022 10:22 AM

(checking the checkbox above is equivalent to a handwritten signature)



Wipro Office

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Wipro Head Office E info@wipro.com

Wipro HR Unit E hr@wipro.com

Wipro C 1-12 102ND/104TH ST, CANTONMENT

22934762



18011A-05E8

Return to Post



APPOINTMENT LETTER

January 23, 2022

Dear **PRABH CHAVAN**,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be advised that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your level and stream. Unless confirmed in writing, your probation period shall be deemed to have been extended.
- c. The minimum age is 18 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, at such frequency as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. This shall be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company keeping in mind the business needs and sensitivities to customers.
- f. This offer of appointment is subject to your successful completion of all mandatory requirements as laid down by the University/Institution to award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications obtained the date of appointment.
- g. The copy of this letter duly signed by you, has to be submitted to the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with **Annexure III - Salary Offer Sheet**.
- b. Variable Pay - The details of this component are listed in **Annexure IV**. The Variable Pay structure may be changed or modified in part or full from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as decided and extended to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation and all the Company's decisions will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Provisions, if any, as applicable to your level and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PFS) as per the policies applicable to your level and stream.
- d. Leave Travel Allowance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (WMA) provided you are not covered under the purview of the ESI Act.



1. Employee Benefits Program sponsored and administered by the Company for management employees, consisting of pension plan or profit plan, income benefit plan and medical/health benefits.

2. Please refer to the attached policies in the Company's internal portal at: [WYNNINTERNAL.COM](#)

3. Responsibilities

- a. In view of your position and office, you shall be expected to perform all responsibilities effectively, efficiently and to the best of your ability and sound morals. There may be times when you will be expected to work extra hours to achieve the good of the business as required. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation, image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure integrity in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ("Policy") as they form an integral part of the terms of your employment with Wynn. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with its above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

4. Conflict of Interest

- a. You are required to engage yourself exclusively in the work assigned by Wynn and you shall not take up any independent or individual assignments (whether part time or full time, as an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wynn.
- c. The Conflict of Interest Policy also refers to the period of your term, during your employment and for a period of one year from the cessation of your employment with the Company, irrespective of the circumstances of or the reasons for, the cessation or in whole, in whole or otherwise:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any contractor with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to whom the ongoing business with the Company is a first party or to terminate the business relationship with the Company.
 - iii. Any existing employee to become associated with or perform services of any type for any third party.

d. In view of any conflict or event, unless allowed the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

5. Confidentiality

- a. 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 maintain as Confidential information as follows from time to time in the Confidentiality Policy of the Company. All source and confidential and its not use or disclosure any such Confidential information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall extend during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. If you want to Wynn, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or relationships, agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon cessation or creation, you shall disclose and assign to Wynn as its exclusive property, all inventions, ideas, concepts, discoveries, techniques and improvements (including, without limitation, legal documents, training materials, computer software and associated electronic devices) conceived by you solely or jointly with others (whether or not during business hours) and shall comply with the Policies of Wynn in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company (being which services you will be handling sensitive information relating but not limited to key customers) of the Company, sensitive information, customer sensitive information ("Confidential Information"). You acknowledge and resigns the Confidential Information available to you, if created, made (based) in whole or in part by the Company and in connection to or arising out of your employment with the Company. You confirm that for a period of six (6) months after cessation of your employment with the Company (irrespective of the circumstances of or the reasons for the cessation), you will not assist any other or employment with a customer or client with which you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of cessation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration or false representation or omitted or suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated information or that you have represented or omitted or suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves the right to take appropriate action against you. This offer of appointment is subject to the precondition that you have not provided us with any false declaration or false representation or omitted or suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated information or that you have represented or omitted or suppressed any material information, you shall be liable to be removed from service with immediate effect and the Company reserves the right to take appropriate action against you.



Accepted and intended to sign, including any amendments thereto, all such agreements, terms, conditions, and notices, and to accept the terms and conditions of this offer of employment.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your employment under this employment contract.

- 6. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific conditions of the terms of the employment contract may be enforced legally, if required, in the jurisdiction, if any of the provisions of this letter of appointment are deemed to have to be read or promulgated due to any reason whatsoever, the remaining provisions of this letter shall continue to be force and effect.
- 7. These employment terms supersede and include any existing agreement or understanding, if any, between the Company and you in the same related matter.
- 8. You warrant that you are not provided by any court or by any other administrative or judicial authority or order that prevents the services received under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid entry permit to work in the country of posting.
- 9. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 80% in your 10th Standard or equivalent examination.
 - ii. You have not scored minimum aggregate marks of 80% in your 12th Standard or equivalent examination.
 - iii. For Graduates: You have not scored minimum aggregate marks of 80% in your graduation.
 - iv. For Post Graduate: You have not scored minimum aggregate marks of 60% in your graduation and 60% in your graduation.
 - v. You finally pending backlog in marks on the basis of appearance.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withhold or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement

As part of your growth trajectory from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to onboarding. You shall be provided an opportunity to learn in Pre-Joining programs, Post-joined learning modules, INDOCS, in-classroom learning, on-the-job training. You shall include, and / or customer specific tools and technology learning. Through this extensive training the Company shall impart knowledge for your present responsibilities and successful journey in the projects. In consideration of the Company incurring cost of time and providing you with the opportunity to undergo the training an attached above you to agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you are not to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company, towards damages up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination

Your employment with the Company shall be terminable, without liability, by either party giving reasonable notice during probationary period and three months notice on confirmation. The Company reserves the right to extend or restrict dates in lieu of notice period. Further, the Company may at its discretion extend your term work date and may extend beyond you to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall be on, hence contract and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of appointment letter, you will immediately hand over to the Company before you are relieved, all personal belongings, specifications, furniture, books, documents, and data, travel data, baggage, baggage, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP)

During the time period between your offer and onboarding, the Company will provide you an online, self-paced learning opportunity through its Pre-Joining Program (PJP). You will be given a specific benchmark mark to learn and we urge you to utilize the opportunity to gain hands-on experience so as to enable you to clear a smooth onboarding.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a signed copy of this offer of appointment with your original signature on the basis of joining.

Yours sincerely,
For Wipac Limited,



Ajay Kumar
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on:



ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wynn Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with suppliers, customers and all other organisations or individuals doing or seeking to do business with the company.

Set out below are a few examples of conflict of interest:

1. For an employee or any dependent member of his family to have an interest in any organisation, which has business dealings with the company, where there is an opportunity for preferential treatment in the goods or services, except where such an interest consists of securities in publicly held corporations which are listed and sold in the open market of the relevant stock market.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a customer, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to advise as an officer, director or in any other management capacity or as a consultant of another company or organisation doing or seeking to do business with the company or an affiliate without the knowledge and consent of top management.
4. For an employee to use or release to a third party any data or documents, plans, confidential lists or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commissions, a share or profits or other products, loans other than with established banking or financial institutions, services excessive entertainment and favour or gifts of more than nominal value from any individual or organisation doing or seeking to do business with the company.

I have read the above mentioned Conflict of Interest policy and I declare that there is no Conflict of Interest in my employment. If a share or profit arises, I will immediately inform my supervisor and notify the top management.

**Commitment to Company's Code of Conduct in Regulatory, Monitor and
Report Trading (Code) by Insiders**

Insider Trading is prohibited by both laws as well as by Wynn Limited's (hereinafter in as the "Company") internal policy. Insider trading generally involves the act of purchasing/selling or acting in the Company's securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to others, where this could substantiate or buy or sell or deal in the Company's securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPSI. Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for former resigned employees when the trading occurs in closed. For details please contact: insidertrading@wynnresorts.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI). Employees shall not, consciously, provide or allow access to UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

- a. Disclosing or disclosing or communicating UPSI to any other person including spouses and/or relatives, except on a need to know basis.
- b. Disclosing as well as expressing opinions or making any recommendations to any person in the Securities of the Company when in possession of any UPSI.
- c. Unauthorised disclosure or communication of UPSI.
- d. Providing any UPSI to outsiders.

3. Individual and Personal Responsibility. As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading may attract serious civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Penalties requirements. Every employee of the Company and their immediate families shall declare to the Company the number of securities acquired or disposed of within any trading date or the possession of the value of that securities basket, whether in free settlement or a series of transactions over any calendar quarter, aggregated to a total value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct in Regulatory, Monitor and Report Trading by Insiders. Or write to insidertrading@wynnresorts.com.

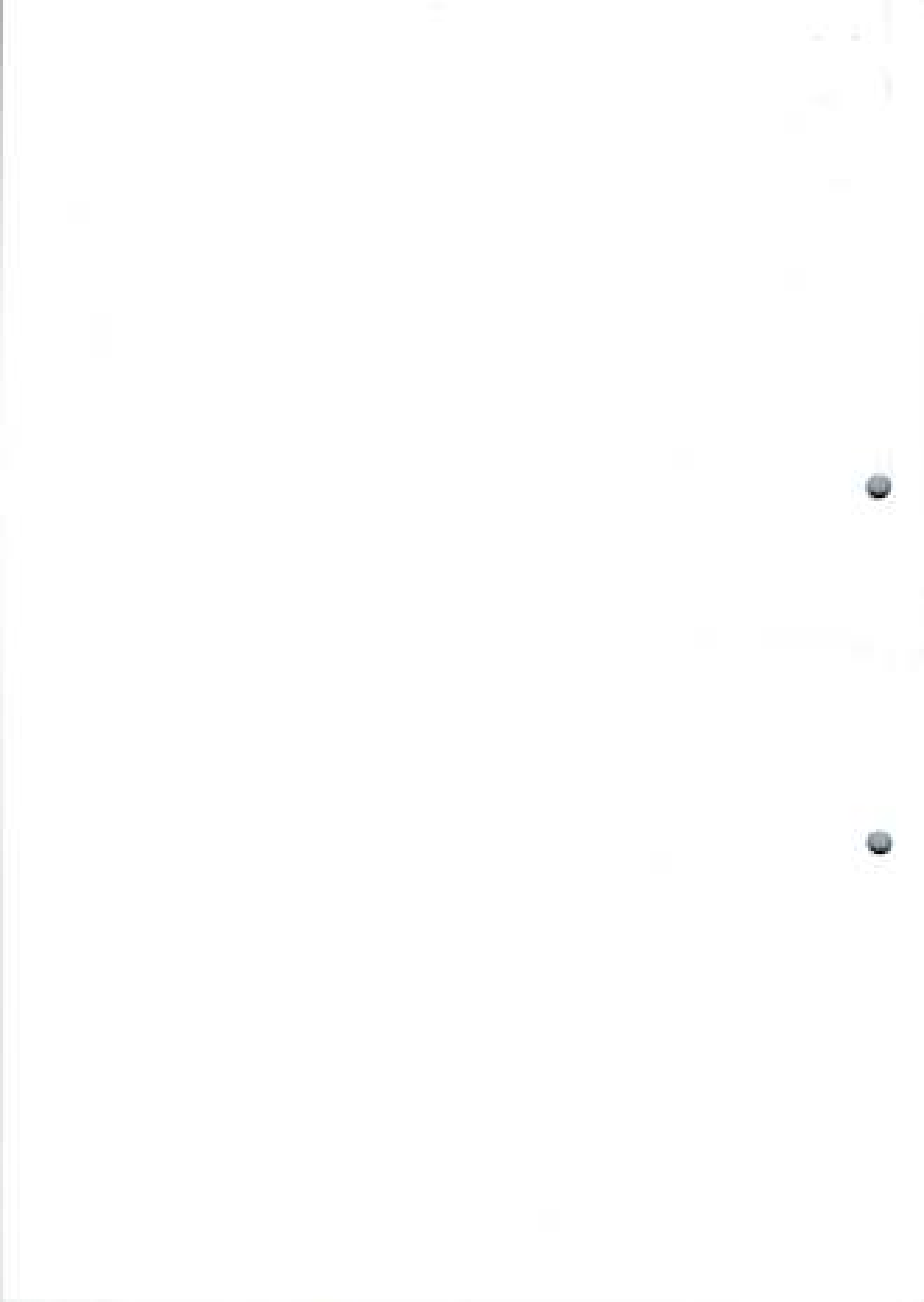
ANNEXURE II**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008**

I/WE (NAME), confirm that I am voluntarily sharing the Personal Information including documents with Wynn Limited (Wynn) for the following purposes:

a. receiving my Quotation sheet and receiving emails or messages for any future reference/queries.

b. processing my job application including background verification details.

c. employment-related matters including payroll, benefits, compensation and benefits and any action required in the context of the



Employment with Wipro

In this context, I also agree to the creation of such Personal Information including documents by Wipro for any future information verification and authorize Wipro to transfer this same to a third party.

I understand that Personal Information means any information including documents, relating to me that is available with Wipro and its associates or subsidiary etc.

**ANNEXURE III
SALARY OFFER SHEET**

Name: **PANU CHAIT**Position: **Project Engineer**Cost Center Group: **TRB - 0**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (per)
Basic	11,875
HRA	3,875
Gratuity	3,231
Wipro Benefits Plan (WBP)	4,800
Total Fixed Cash	24,881
PF (Employer Contribution)	1,800
Gratuity (6.15% of Basic)	730
Total Fixed Compensation	27,411
Other Compensation Benefits	
Health benefit (Medical)	500
Variable Pay	
Target Variable Pay	1,800
Target Cost to Company per month	16,617
Total Cost to Company per annum	1,99,404

Revised year including contribution of 0.21 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following of their Company Benefits to help you manage daily expenses.

- Discrete Medical Insurance of Rs. 20,000/- towards monthly deposits of towards purchase of a new vehicle.
- Discrete Medical Insurance plan of cover of Rs. 60,000/- and 2 months grace towards monthly deposits of towards death in immediate family of 200/-/day.
- Medical assistance of Rs. 15,000 per annum for employees who are not covered under the EOE company.
- Medical Insurance Coverage up to Rs. 500 per annum.

ANNEXURE - IV**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. The bonus is performance based and will be exempt (subject to your salary after 12 months from the date of payment). The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	5000
End of 12 months	10000 - 15000
End of Year 2	15000 - 1,00,000
End of Year 3	1,00,000 - 2,50,000



Please read the terms and conditions:

- I. The annual bonus is subject to:
 - a. you being "active" in the services of the company through its retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be decreased in case you leave the organization before 24 months of bonus payment. This will be applicable to all 4 tranches of bonus payment.
- IV. In the event of your resignation or if forced to leave your last location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate as per company policy.
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the matter will be final and binding.
- VI. You shall have the contents of this letter confidential.

ANNEXURE - 1

I hereby declare that I shall submit the required academic certificates including but not limited to, Master's and Professional or Certification Degree Certificate within 3 months from the date of joining. I understand that my employment is subject to my compliance meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE - 2

Variable Pay - A BENE FITITORY

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be based on the following parameters:

For employees joining in Global sites, variable pay will be linked to individual BROADBAND, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in Global sites in Bands Team: Random, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in India, Brazil, in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year ends.

The Variable Pay program may be changed, altered, restructured in part or full based from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies. If, you would be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on MyT-Mobile/MyFuture - Connect Portal/Global Connect/My Financials/Variable Pay Policy P1 2018-23.

SOME ADDITIONAL INFORMATION ON THE SALARY CYCLE

Basic, Additional Allowance and Bonus

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

Basic Period Allowance:

BPA is given to the extent of 90% of your Basic. BPA exemption is applicable as per IT total on assessment of each month.

Home Based Allowance (HBA):

Home Based Allowance (HBA) is based on various international regulatory requirements for business. For exemption, under HBA, you will be granted Leave Travel Allowance and Education Allowance. It is also regarding the use of TelefonosMóviles phone, non-monetary. Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for reimbursement as per the prescribed internal Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowance that is not exempt. The Income Tax exemption for benefits availed are to extent of contribution of funds in other countries as only for contribution in the salary. Other will cover in Taxable allowance. Please refer to

1911



What's Covered/Excluded & What's Optional (As Toes)

As a condition of employment, you must accept the following benefits. The following benefits are available to you, subject to the aggregate cost of provisions/benefits covered under WPP and subject to the terms of the applicable Plan and associated charges. Following are your WPP entitlements:

1. Leave/Taxal Allowance:

Most employees are eligible for 175 paid annual leave in total as per the rules of WPP. For details on Income Tax exemption please refer to website on joining. The maximum LTA that can be availed for IT employees is Rs. 50,000.

2. Telecomm/Mobile/Phone Allowance:

The amounts used by you towards telecomm (mobile, landline and mobile internet) are also towards broadband (wired) and/or Wi-Fi (wired) upto Rs. 10,000 per annum under WPP as per prescribed limit in the contract. For expenses in respect of mobile or other charges for on-net contributions will be eligible under this benefit.

3. Non-Bank/State Bank card:

An amount of Rs. 1500 (2,700 per month towards purchase of Non-Bank/State Bank card) is eligible for IT employees under WPP.

4. Education Allowance:

An amount of Rs. 150 additional bill in case of child in school per child per month up to a maximum of 2 children is eligible for IT employees under WPP.

5. Non-Private School:

You can contribute between 5% up to 15% of your Basic Income (BPS) and children's fee under WPP. This will be over and above any BPC treatment.

Retirement Benefits:

It consists of:

- a. **Provident Fund:** Where basic is higher than Rs. 10,000, 12% of your Basic Income (BPS) is taken either later in the month (up to 15,000) or minimum of 12% of (Basic + WPP + Additional Where applicable) or that 12% per month.
- b. **Normal wage** including contribution of 8.31% of your total income provision for gratuity.

Employees will be eligible for payment of gratuity as per the WPP policy on the same.

Travel Accommodation, Fuel & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the total of expenses as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to extend till the month's usage of this amount.
- b. There is no provision for reimbursement/towards travel and expenses incurred in case of attending training or classes at different locations in the same city.

Accommodation, Fuel & other Miscellaneous Expenses

- a. You would be entitled for Rs. 1000 per day for 3 days (total amount of Rs. 3,000) from the date of joining. You may utilize this amount towards accommodation, fuel & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to extend till the month's usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. **Separation and Miscellaneous Expenses:** Rs. 1000 per day for 7 days (total amount of Rs. 7,000) from the date of reporting to the posting location. You may utilize this amount towards leaving baggage, transportation & other miscellaneous expenses.
 - ii. Any location change after reporting to posting location will be treated as internal transfer and will be covered under the Travel rules stated for such transfers. For details you can refer the policy as mentioned in the Policies & Procedures, Travel/Transfer Policy/Team Relocation.
 - iii. **Commuter Allowance** would not be eligible for accommodation at the Work place.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all amounts processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

BENEFIT, SOCIAL SECURITY & COMPLIMENTS

Health

- 1. **Medical Insurance (Health/Medic):** This is a medical scheme covering you, your spouse and your children to the extent of Rs. 1,00,000 per annum. This scheme is not applicable for employees covered under the Employees State Insurance Act (ESI). The limit will be revised based on your joining and expiry month. It is financial year. The amount mentioned as Medical insurance in your salary sheet is a nominal figure and indicates average outlay per month and per employee towards this. Medical is a contractual benefit, i.e., it will be paid at expiry of existing claim.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It is essential to ensure that all data is entered correctly and that the system is regularly updated.

3. The second part of the document outlines the various methods used to collect and analyze data.

4. These methods include surveys, interviews, and focus groups, each with its own strengths and weaknesses.

5. The third part of the document describes the different types of data that can be collected and how they are used.

6. This includes primary data, which is collected directly from the source, and secondary data, which is collected from existing sources.

7. The fourth part of the document discusses the various techniques used to analyze data and the importance of choosing the right technique.

8. These techniques include statistical analysis, content analysis, and grounded theory, among others.

9. The fifth part of the document describes the different ways in which data can be presented and the importance of making it easy to understand.

10. This includes the use of tables, graphs, and charts, and the importance of labeling and explaining the data.

- 1. **Life Insurance:** You are eligible for a limited coverage of Rs.45,00,000 per annum for every year, subject to company relevant regulations. There will be a 50% discount from your monthly payroll deduction for your market-linked policy towards the total accumulated premium. 10% of the claim amount has to be borne by you.
- 2. **Life Insurance:** If you wish to enhance the coverage, the life cover options are also available for a highly negotiated premium. More details on the policy are available on My Welfare Section in MyWipro which is accessible on joining.
- 3. **Medical Insurance:** It is available by the employee as default. It is extended for its beneficiaries on a revised monthly charge. Top-Up cover is voluntary and charged as applicable during renewal/benefit.
- 4. **Accidental Death:** Company paid Annual health check-up program is available for employees above 45 years of age.

Death Benefit: Up to Rs. 20,00,000

The provider pays a lump sum benefit up to a maximum of 20X 28 LPA to the collateral and payable as per applicable law.

Survivor Benefit Plan (SBP):

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years of retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 18,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the approximate Pension payable per month would be as follows: Basic * No of years to retirement * Grade Factor * % based on number and age of surviving members.

I.e. 18,000 * 20 * 2.7% * 80% = Rs. 8,400 per month as supplementary pension payable. *% rate Factor is a ratio specific predefined pension benefit rate.

Loan

Interest-Free Loan: An interest free loan of Rs. 50,000 or per policy is available to facilitate your working draw. The amount is primarily intended to cover housing requirements such as purchase of flat/vehicle. This is extended in 18 equal instalments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or less monthly monthly gross which need to fund as per policy can be availed in case of contingency. This would be recovered in 24 equal instalments. Any loan taken above Rs. 25,000 will be subject to tax on the residual interest cost as per CBDT rates.

* These benefits are subject to the terms and conditions of the company policy and cannot be considered as fixed cost.

1. Real Life and Accident Cover:

- a. **Group Personal Accident Insurance (GPAI) Cover:** Rs. 1,000,000 Through GPAI you are covered by way of financial assistance for:
 - Acquisition PADI ([http://www.wipro.com](#))
 - Software Covered by CIMS ([http://www.wipro.com](#))
 - [www.wipro.com](#) ([http://www.wipro.com](#))
 - [http://www.wipro.com](#)

[Fraud Awareness \(fraud-awareness\)](#) [FAQs \(faq\)](#) [Contact Us \(contact-us\)](#)
[Hiring Process \(hiring-process\)](#) [Interview Tips \(interview-tips\)](#) [Site Map \(site-map\)](#)

Go to [https://www.wipro.com/hyperion/summary-of-benefits-of-hyperion/](#)

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[Terms of use \(terms-of-use\)](#)

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Date: 8th Nov 2021

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Pantapati Ajay Kumar Reddy,
Sri Indu Institute,
H.NO: 4-176A-3
Janta Yemmal Colony,
Kalyandurgam road Near Uthman bazaar,
Anantapur-515001
Mobile: +91- 997714026

Dear Pantapati Ajay Kumar Reddy,
Sub: Letter of Internship and Offer of Appointment

We are pleased to offer you appointment as "Intern" with our Company on the terms and conditions incorporated in the Service Agreement, which is herewith enclosed. Please sign the Service Agreement as well as the clause of acceptance here under as your acceptance of our offer.

The period of Internship will commence from the date of joining planned as tentatively 17th Jan 2022 and will be in operation for 6 months through end of June 2022.

During the Period of Internship, you will be paid a stipend of 15,000 rupees per month. Also, you will generally not be eligible for vacation time during the internship period unless for reasons of health or other emergencies.

Post Internship you will absorbed as a full-time employee in the role of Software Development Engineer. This full-time status will activate from 1st July 2022 and the gross compensation is fixed at Rs. 5,00,000 (Five lakhs only) per annum from herein.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be tentatively 17th Jan 2022. And reporting location will be at Hyderabad office.

Please note that during the course of your tenure at Vassar Labs, you might be required to work at any place in the world depending on project needs.

We wish you a rewarding and exciting career with Vassar Labs.

For Vassar Labs Pvt Ltd

Authorized Signatory

I hereby accept the above offer of appointment as per the terms and conditions of the enclosed Service Agreement and I am herewith signing as token of my acceptance of the Service Agreement.

(Signature of Employee)
Date:



SERVICE AGREEMENT

This Service Agreement is made and executed on this 8th Nov 2021 by and between Vassar Labs IT Solutions Pvt Ltd.

(Hereinafter referred to as the "Employer" which term shall mean and include all its legal representatives, attorneys, administrators, successors in interest and assigns etc.)

Ponnappill Ajay Kumar Reddy,
(Hereinafter referred to "Employee")

Whereas the Employer and Employee agreed to set forth in writing the following terms and conditions of the employment of the Employee:

Now this Agreement of Service Witnessed as under:-

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 6.30PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (All of the foregoing being referred to as the "Proprietary Information")
7. The Proprietary Information is confidential, important, and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.

8. The Employee, for a period of four (4) years from the date of dissociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, *inter alia*, as a shareholder, partner, officer, employee, or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly, or indirectly, for a period of five (5) years from the date of their dissociation from the Employer:
 - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business.
 - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
 - 9.3. Employ, solicit, induce, recruit, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Proprietary Information to any person, firm, or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employer will acquire such similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. Either party will be entitled to terminate this service agreement / employment by giving three months notice in writing post completion of the 1 year mandatory service period. This does not apply if the termination is because of performance or breach of contract reasons. Salary means the gross remuneration of the month.
13. The employee is entitled to avail the leave facilities as per the employer's leave rules and regulations as shown in Annexure - 1. The leave and holiday schedule of a customer are applicable when working on a specific project for a customer.
14. The Employee shall undertake to work, wherever assigned either in India or abroad. While in India the Employee will be based at our Technology Development center in Hyderabad. However, he/she should be willing to travel anywhere in India or abroad. When posted to an overseas location for any assignment the salary and benefits as applicable to such an assignment shall be mentioned in his/her project assignment letter.



15. The Employer shall reimburse all the expenses as applicable to his/her grade incurred by the Employee for travel, stay and other business-related expenses necessary to carry out the Employer's duties under this agreement upon submitting relevant bills and vouchers.
16. If the Employee breaches any of the terms of this agreement, the Employee agrees to be liable for damages as may be determined by the Employer and the Employer will be at liberty to terminate this agreement.
17. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondences, specifications, formulas, books, documents, cost data, market data, literature, drawings, effects, or records, etc., belonging to the Employer or relating to Employer's business. And shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
18. The invalidity or unenforceability of any of the provisions of this agreement does not in any manner affect any other provisions. If any provisions are determined to be invalid or unenforceable this agreement to be construed as if the invalid or unenforceable provisions was omitted.
19. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.
20. If any declaration given or furnished by the Employee to the Employer is proved to be false or if Employee is found to have willfully suppressed any material information, the Employee will be liable to be removed from the service of the Employer by termination of this agreement.
21. Performance Reviews will be conducted annually and will be effective July every year. You will be entitled for Salary revision in the month of June / July '22 on periodic basis. However, any salary increase will be subject to satisfactory performance, regular attendance, and good conduct.
22. The Employer shall immediately notify to the Employer any change in his/her address as given herein.
23. This agreement of contract will be in force till it is terminated as provided herein or till the Employee attains the retirement age of 60 years, whichever is earlier. The age of retirement will be reckoned as per the date of birth shown in the Employee's school leaving certificate.
24. Company currently does not come under Provident Fund Act and this portion of PF deduction will paid to employee. Once we are covered under PF act Company shall have a contributory Provident Fund Plan as a part of the employee benefits. Under this plan, both employee and the company shall make equal percentage of contributions (presently 12%) of the basic monthly salary of the employee as prescribed under the Provident Fund Laws. And the said contributions shall be paid over to the Regional Provident Fund Commissioner, Government of India, which administers the Provident Fund Plan. Currently the PF both components viz the employee and the employer are added and shown as part of the Gross Salary mentioned earlier in this document.
25. This offer and legal bond executed will constitute a single agreement and hold valid for a period of 2 years from date of joining.



Annexure: I agree to the Service Agreement dated 8th Nov 2021 made between Vassar Labs IT Solutions Pvt Ltd and Ponnampati Ajay Kumar Reddy.

Leave Rules:

Following is the Leave Rules prescribed for the employees of Vassar Labs and which are made applicable to the Employee:

Annual / Privilege Leave:

- 20 working days for every completed year
- For more details regarding the leave policy please contact your manager.

Maternity Leave:

Maternity leave is allowed to all female employees on the following conditions:

- After completion of one-year continuous service.
- The maximum leave allowed as per the Maternity Benefit Act is 12 weeks (8 weeks pre-natal leave and 4 weeks post-natal leave).
- Extension of leave is allowed as per the discretion of the management on case-to-case basis.

General:

- All the leave requests must be in the prescribed application form.
- The leave application form duly approved by the department/divisional head must be submitted to the personnel/administration department.

In witness whereof the parties have signed this agreement on this the 8th Nov 2021.

(Signature of Employer)
Date: 8th Nov 2021.

(Signature of Employee)
Date:



CORE OF ETHICS AND CONDUCT

Vassar's Code of Ethics and Conduct provides ethical guidelines for standards of conduct which shape our developing corporate culture.

Vassar Labs is a commercially driven Software Development and Services company whose profitability depends on excellent standards of performance and delivery. Our success will be determined by your adherence to the following standards of ethics and conduct:

Recruitment and Performance Management:

Skills, qualifications, and experience determine what roles people fill, but integrity, intellectual ability and emotional intelligence are common competency dimensions all staff need to exhibit. Candidates will be recruited, and their performance managed or demonstrated competence to succeed in their duties, in addition to their cultural fit with the ethics and conduct described in this document. Sloppy, revealing, or offensive dress or unprofessional behavior is not consistent with this standard. All employees are expected to present a professional face for the company. All employees are required to fully consent to performance and aptitude assessments, or other types of measurements designed to enhance individual and company performance.

Continuous Learning:

As a business of the new economy, all of us have a responsibility to continue to learn and to do all that we can to encourage our fellow employees to do likewise. We must have a commitment to further improvement, be motivated by challenges and to view change as a positive opportunity. Training plans are designed to be consistent with and support the strategic planning initiatives of the company. Involvement in professional associations and other professional and community development activities is expected as a sign of commitment to excellence.

Cooperates:

All of us need help and guidance from time to time. Turning to colleagues for assistance in solving difficult problems shows good judgment and common sense. Never be afraid to ask and never be reluctant to help.

Versatility:

Keeping secrets or creating hidden agendas causes intrigue, miscommunication, and confusion. We should always look for the positive solution to every problem and carry a positive attitude into every aspect of our day. Defeatism are not admired. Negative attitudes create distress while positive attitudes relieve stress. We believe that a person's success is mainly due to attitude. By displaying a positive attitude, courage, resilience, appropriate skills, ability and aptitude, your honesty and integrity will be evident.

Respect:

Abuse or harassment in any form is unacceptable. At VassarLabs we respect individual belief systems but do not impose religious or political beliefs on others. Words and actions that are indecent, obscene, and discriminatory or made at the expense of an ethnic group or gender are not professional and may be unlawful. Swearing at each other, or at clients or suppliers, in an abusive manner, backbiting, gossiping, manipulating, negative behavior and other divisive activities are destructive and will not be tolerated. Violence or bullying is not acceptable and may constitute a criminal offense. All such forms of unacceptable behavior can be grounds for dismissal.



Intoxication:

Alcohol and other drug abuse are unacceptable at Vassar Labs. You will be disciplined and may be instantly dismissed for being intoxicated or under the influence of non-prescriptive drugs at work, whether on the premises of Vassar Labs, at a customer site, or when representing Vassar Labs at a conference or function.

Legitimacy:

Vassar Labs accepts that you will have commitments such as medical appointments, family activities and other important personal issues to attend to. It is not acceptable to misrepresent your use of this time as this would give the impression of deceit. Be upfront, tell your manager about personal circumstances that may require some flexible work time. Seek approval for such activities.

Time management:

If you are required to work excessive hours to meet deadlines it is your responsibility in collaboration with management to track your time on all tasks and avoid a culture of exploitation. Vassar Labs appreciates that many employees display enormous commitment by working extra hours making it a long day for a committed employee. Wasting company time by excessive chatting and taking regular prolonged smoking breaks may constitute work avoidance and be deemed unprofessional conduct. The expectation is on each member of staff to work responsible professional hours.

Health-Lifestyle

Vassar Labs encourages a healthy lifestyle for employees and encourages staff to exercise, quit smoking and excessive drinking and take responsibility for safe work practices as part of a healthy lifestyle program.

Initiative:

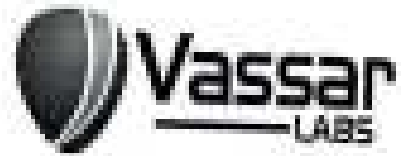
All of us must strive to take initiative, resolve, or inform others of potential risks, and prove to be steadfast and reliable in order to maintain and reinforce this vital part of our corporate culture. Every employee at Vassar Labs is responsible for the company's success.

Confidentiality:

During the course of our duties with Vassar Labs we will learn confidential information either about Vassar Labs or our clients. In these circumstances, we must not disclose or use any confidential information we obtain for any purpose other than for what it was obtained. Maintaining our clients' confidence is professionalism and integrity is too important to be put at risk. Protection of a company's intellectual property is an essential business and legal ethic.

Privacy:

Information regarding your salary and benefits and those of your colleagues is strictly confidential. Anyone asking about others or discussing their own salaries with colleagues, may be dismissed. Private personal information must not be disclosed. You may be prosecuted under Privacy Laws for statutory breaches. Collaborating with colleagues to spread misinformation, or confidential information, could result in dismissing others, may be defamatory, and contravenes these fundamental principles. If you have queries regarding salaries or personal issues speak to the HR Manager.



Occupational Health and Safety:

Vassar Labs encourages employees to take responsibility to avoid damaging their health by attending to both their physical and psychological needs. Employees must take responsibility for their ergonomic needs such as their workstation and work habits, and also for their lifestyle needs such as their psychological and emotional health. Many accidents or other problems at work are caused by negligence and blaming others for conditions and circumstances you would be expected to take action to rectify. All employees are required to take responsibility for occupational health and safety issues in the workplace.

I have read, understood, and agree to comply with the Vassar Labs' Code of Ethics and Conduct.

Employee Name: Pattarapati Ajay Kumar Reddy.

Signature:

Date:

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APPOINTMENT LETTER

January 17, 2009

Dear RAHUL,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- The retirement age is 55 years.
- You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- Variable Pay - The details of this component are listed in Annexure IV. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- Your salary will be reviewed periodically as per Company policy.
- Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the CSI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal (i.e. wipro.wipro.com)

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head to understand the Company's position on this and resolve the conflict.

6. Confidentiality

- a. 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 maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipac, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipac as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipac in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlog/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to onboarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulase, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJF):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJF). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
 For Wipro Limited,



Aparna Shalje
 General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on _____

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commissions, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment, if in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Vipro Limited's (hereinafter to as the 'Company') internal policy. Insider trading generally involves the act of subscribing/buying/selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as 'UPSI') about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policydesk@vipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Disclosing or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others.

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employees will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within ten trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregated to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to techdata@vipro.com.

ANNEXURE B

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008

I, RAHIL, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: RAHIL,

Position: Project Engineer

Career Group: TRB - I

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,870
HRA	5,870
Dear	2,334
Wipro Benefits Plan (WBP)	4,844
Total Fixed Cash	24,888
PF (Employer Contribution)	1,200
Gratuity (8.31% of Basic)	600
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health Benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,488
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,49,904

Notional sum indicating contribution of 8.31% of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following unique Company Benefits to help you manage during exigency.

- Overline Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Overline Interest free contingency loan of lesser of Rs. 50,000/- and 3 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs 15,000 per annum for employees who are not covered under the EOI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE - IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 10 months	25000 - 75000
End of Year 1	50,000 - 1,00,000
End of Year 2	1,00,000 - 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.
- IV. In the event of your deployment to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential.

ANNEXURE - Y

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE - Z

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Planners, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myVapco > myPalates > Common Policies Across Countries > my Financials > Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY DEFER

Basic, Additional Allowance and Bonus

These are fixed monthly components of your salary and are taxable. These do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipt.

Wipro Benefits Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Vapco. For details on Income Tax exemption please refer to [20220224_01_0001](#) in joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowance:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/modem/hubs/routers/GPRS etc. for internet usage plans are eligible for IT exemption up to Rs 10,000 per annum under WBP as per prescribed limit in the policy. Rs expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs. 100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your basic towards MPF and decide if under WSP. This will be over and above Sec 80C investments.

Enhanced Benefits:

It consists of:

- a. **Provident Fund:** Where basic is higher than INR 15,000- 12% of your basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WSP + Additional (Where applicable) or INR 1000 per
- b. Notional sum indicating contribution of 5.21 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy or the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs. 1200 per day for 5 days (total amount of Rs.6,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. **Settlement and Miscellaneous Expenses:** Rs 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
 - ii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies-> India-My Travel-Transfer Policy-Team Rainbow.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note to the extent that the employee leaves the organization within 5 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY: SOCIAL SECURITY & OTHER BENEFITS:

Medical

1. **Medical Assistance Program (MASP):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be granted based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary slip is a notional figure and it indicates average outflow per month and per employee towards MASP. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
 2. **Mediclaim:** You are eligible for a higher coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the sum insured has to be borne by you.
- If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Basic Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit** Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade 50 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 3.7%* x 50% = Rs. 5,400 per month as supplementary pension payable. *Grade Factor is a benefit specific predefined pension Accrual rate.

Loans

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your setting down. The amount is primarily intended to cover housing deposits/assistance towards purchase of two wheeler. This is recovered in 18 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per COOT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- Group Personal Accident Insurance (GPAI) Program:** Rs. 10,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance:** Rs. 14, 00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wage (accessible on joining). Access through My Wage -> My Policies ->India -> My Financial -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date. This is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VPS)

Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

3. Investment fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSO enrollment window period will also be available once every financial year. The Company, on behalf of the member employee, shall contribute 16% of basic salary towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under "Pension" component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the output) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy as My Wipro -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSO, please log onto My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSO in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

 Signature: HARSH... 10/10/2022 11:48 AM

(Checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro
Ludhiana T: +91 (98) 264 0011

Coimbatore P: +91 (98) 264 0011

Support
Email E: info@wipro.com

Support
Web W: wipro.com

India C: 022-26091999/022-260911

20070664



18041A6157
9391509127

October 19, 2021
Hyderabad, Telangana

Ashish Raj M
9391509127
ashish.ra2010@gmail.com

Sub: Employment with TuringMinds.AI.

Dear Ashish Raj M,

Congratulations! You have been selected as "Machine Learning Engineer Trainee" with TuringMinds.AI. This offer has been made based on the condition that -

1. You shall complete your under-graduate degree with a score greater than 60% and in the structured time frame and
2. You shall complete the 6-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Machine Learning Engineer" with a minimum gross annual remuneration of INR 7,00,000 (Seven Lakhs Rupees). The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer.

During the training period (for the first 6 months), you will be paid INR 7,600 per month towards the Education EM. On completion of your training period, the remuneration under Annexure A may vary and shall be provided at the sole discretion of TuringMinds which shall not constitute the Education EM.

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is 20th October, 2021. Your employment as ML Engineer Trainee will start from 20th October, 2021. We look forward to having you onboard.

Sincerely,



Anam Chahal
Associate Director - Human Resources

I, Ashish Raj M, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign _____

Date _____

Full Name: Ashish Raj M

ANNEXURE - A

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	17,500	2,10,000
HRA (50% of the basic)	8,750	1,05,000
Food Coupons	2,300	28,400
Other allowances	8,527	1,02,320
Performance incentive (18% of the basic)	2,800	33,600
Employer contribution of PF	2,455	29,460
Conveyance allowance	1,800	21,600
Education Loan Reimbursement*	10,500	1,26,000
Gross Earnings	44,537	5,34,380

* Education Loan taken to fund the Pre-employment training designed and offered by Case Western Reserve University & IN2012

The above remuneration is subjected to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

ANNEXURE - B

Satisfactory Completion of the Training

1. You shall be undergoing a training for 3 months through a knowledge partner identified by TuringMinds.ai
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write at 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds.ai will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cancelled.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment.
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. In the event that the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
10. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

11. If there is any discrepancy found in the documents/certificate furnished by you, TuringMinds.ai have the option of withdrawing this offer any time.
12. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad shall have exclusive jurisdiction.

Page 3 of 4

TRAINING DETAILS

ANNEXURE - C

Training curriculum is approved by TuringMinds and you cannot request for any modification of the curriculum or specialization.

1. You must attend complete professional and discipline in the training sessions.
2. You must maintain a minimum of 90% attendance in the training sessions throughout the training period.
3. Any absence from the training sessions without prior approval can lead to your removal immediately from the remaining training program without any notice or compensation & further will void the employment.
4. Your technical leads from TuringMinds shall be periodically reviewing your performance in the training program and may choose to alter, modify, or extend your training based on your performance.
5. You must successfully clear the technical course completion interview.

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer. During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty.

- a. Certificate in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- c. Three passport size photographs
- d. Copy of PAN Card
- e. Copy of passport and
- f. Copy of Aadhaar Card, (if available)

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, of any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, And MDC, Trans- Salapur Road,
Near Mumbai 400708, Maharashtra, India
Tel: +91 22 7144 4383 | Fax: +91 22 7141 3121
www.capgemini.com/in/en

Superset ID: 2207151

Letter of Intent ("LOI")

Dear Chintalagatta Roddy,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and AI** 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 LOI, 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 Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
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 Caggemini and your performance will be evaluated periodically during such training period.

Caggemini 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 Intent 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 Caggemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We 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 hr@aggemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2207151**
- 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 2207151**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2207151**

Thanking you,

Yours Sincerely,

For & On Behalf of Caggemini

Tajinder Sethi

Head - Fresher Hiring

ANNEXURE 1

Chintalagadda Reddy
Analyst and AI

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.

Regd Office: Pune Hivesadd Road, Office No. 14, Raju Gandhi Urbiach Park, Hivesadd Phase 18, MIDC 411, Yashwantrao Chavan Marg, Taluka Maharashtra, Pune - 411007, Maharashtra, India. Tel: +91 20 8888 1000 | Fax: +91 20 8888 8880 | CIN: U85110PN1600PLO40000





Alliance IT Solutions Group Company

Date: 25 April 2022

To

Sriva Teja Gaddam
DCMA

Dear Sriva Teja Gaddam,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment at Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining.

b) Secure 80% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate \%} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Mohali and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Richard Lawrence Programmat), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training center location based on business needs prior to or during your training period.

Sriva Teja
Mindtree IT Solutions Group



Mindtree

A Larsen & Toubro Group Company

Enclosed: Associate to your offer of employment

Acceptance of the Offer

I, **Shiva Teja Gandhari**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	 Shiva Teja Gandhari
Your Name in Capital letters	SHIVA TEJA GANDHARI

Annexure 1

Compensation pack during the Onboard Learning Program (from the date of joining till the date of confirmation)

- Name : Shiva Teja Gandhari
- Salary Grade : G1
- Designation : ENGINEER
- Stipend : INR 26,000 per month

Payment will be after deduction of below amount from the monthly stipend

- Provision for insurance during your learning program will be INR 500 per month
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for insurance benefits as prevailing at the time of joining and the coverage for 2022 - 2023 is as follows:

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 60,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,00,000.

More details will be provided at the time of joining.



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Annexure 2

Compensation stack effective from date of confirmation

Name : **Shikha Trija Gadhwal**

Salary Grade : **C1**

Designation : **ENGINEER**

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	65,816
Provident Fund	11,000
Gratuity	8,000
Insurance Benefit*	8,000
Allowance in Lieu of Reimbursement	40,171
Annual Gross	312,997
Home + Variable Compensation**	48,000
Annual Cost to Company	360,997

* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Shikha Trija
Signature of Candidate



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Additionally, you will be provided with the following options for enhancing your coverage under DMC:

- You will be given an option to increase the coverage from INR 60,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereon.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rates or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

Active Talent
RECRUITMENT CONSULTANTS



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Annexure - 2

Terms and conditions of the Offer of Training and Apprenticeship

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from companies are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement specified herein at Annexure 1, and Mindtree Code of Conduct. You are requested to go through the documents carefully and understand the terms thereof before making your acceptance.

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. Salary details are personal to you and you are expected to keep them confidential. We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that equip you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to maintain your 100% availability and undivided attention during the course of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.





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Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written notification that is sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further contracts, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the end date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leave as per general policy, bonus and other benefits etc.

7.2 All confirmations will be signed on the 15th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 30-Sep-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revealed as your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all requisite cards, degree certificate, etc., are not complied with.

7.6 Determination of adequacy and relevancy of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company with no non-compete restrictions.





Mindtree

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If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to revocation of employment with or without notice or compensation. In certain cases projects, our clients may request additional checks, which you shall comply with.

In entering the offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or visits, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

8. Compensation and benefits

8.1 During the Onboard learning program, you will be paid a stipend of INR 25,000 per month. Please refer Annexure 1 for details. On successful completion of the Onboard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 480,000.00 per annum. Please refer to Annexure 2 for details. All payments are aligned to salary payment, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payment.

8.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

8.3 If applicable, you will be eligible for retirement benefits for the contribution from a Mindtree company facility to your work location, as per the existing retirement policies for Campus Minds.

8.4 The performance management and career progression will be as per the existing policies.

8.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end bonus and payment of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

8.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, always subject to other criteria.

Do not sign
Mindtree Logo



10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidate in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your deposit on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement at cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or regard to compensation in line of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting false bills for any reimbursements, submitting false medical certificates, submitting false documents, misuse of assets cards, not being available in office without prior intimation and for unreasonable duration, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, providing irregularly or extending the learning sessions without valid reasons, being absent for assessment without prior permission, becoming involved, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and receive Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.





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11.3. Other conditions

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violation. Examples of acts which cause termination on disciplinary grounds are employing unfair means during recruitment, submitting false bills for any reimbursements, submitting false medical certificates, submitting false documents, misuse of access cards, not being available to office without prior intimation and for unreasonable duration, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such causes, you agree that notice requirements shall not apply. In case of your unauthorised absence, without intimation or justification or prior intimation of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 30 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company. In such a case, it shall be deemed that you have absconded your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of three (3) months, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period, if there is any failure to comply with the separation procedure within a reasonable time frame. Such a will be treated as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Dependence Plan (FDFP), is your compensation at the time of termination of your employment.


Anil K. Choudhary



11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- ii) On termination of your employment for any reason, you shall comply with the separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, advances, or borrowings you may have made.
- iii) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination as disciplinary grounds based on violation of the documents.
- iv) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be terminated without any notice, salary or payment in lieu of notice. The Company reserves right to have your background checked either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.

12.2 The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Coached Learning Program or after your confirmation.

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per these agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

Deepti Singh
Director HR, Mindtree Limited



Mindtree

A member of Infosys Group Company

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Onboard Learning Program, relocation from a Mindtree training center in Hyderabad to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Fresh.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Hyderabad, your service in the Company is valid till the date of retirement (first day of the month of your date of birthday). For this purpose the date of birth as declared in the application form for admission, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you invent any new or advanced methods of improving processes/tools/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership and right/property of the same. You hereby assigns all intellectual property rights and moral rights to Mindtree.


Dinesh Kumar



Mindtree

A Larsen & Toubro Group Company

17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax Implications

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expenses for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your act or omission.

End of Annexure 1

Great Talent
RECRUITING & MANAGEMENT



Mindtree

A Larsen & Toubro Group Company

Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is mentioned.

1) Personal Interest vs Mindtree's Interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring into Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, advisor or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



Mindtree

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4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or cause fellow employees to use work time and assets for outside or personal work that could reasonably be expected to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individuals in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

Mindtree Ltd., Global Village

10/2, Park, Mysore Road

Bangalore 560 058, India

T +91 80 6766 4000

F +91 80 6766 4100

W www.mindtree.com



Mindtree

A James D. Tatair Group Company

Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidance:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas so long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation, dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/viewing pornography material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/dredging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, frustration, riotous behavior, commission of certain criminal offense(s), using or abusing any act listed herein, willful breach of law/rule / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



Mindtree

A James & Fraser Group Company

In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary investigations/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a claim requires testing.

II) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misrepresent or misquote any of these assets.

Information which can truly be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal/unlicensed software,
- Receiving or giving excessive gifts/promotes,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

Mindtree Ltd, Global Village

T +91 80 6796 4000

9021 Post, Mysore Road

F +91 80 6796 4100

Bangalore 560 075, India

W www.mindtree.com



A member of Tech Mahindra Group Company

12) Workplace Etiquette

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space clean at all times and should put away any papers, books, files, stationary, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationary, etc.

All Mindtree facilities' campuses are designated as non-smoking areas. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from damage, theft or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without consulting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined exemptions under the security policy. Any breach of information security controls may result in disciplinary actions up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>

Agreed and Accepted

Signature : 

Name : Shiva Teja Gandhari

Date : Apr 22, 2022

Mindtree Offer Letter

Final Audit Report

2022-04-22

Created	2022-04-22
By	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status	Signed
Transaction ID	caUCh8DvASAAAc007dLwPjPh8P8u2H6t0JAGIm

"Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-04-22 - 12:02:16 PM GMT - IP address: 20.44.26.321
-   Waiting for Signature by Shiva Teja (shivateja1914@gmail.com)
2022-04-22 - 12:03:18 PM GMT
-  Document e-signed by Shiva Teja (shivateja1914@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2022-04-22 - 3:27:32 PM GMT - Time based server IP address: 48.208.38.173
-  Agreement completed.
2022-04-22 - 3:27:32 PM GMT

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author provides a detailed breakdown of the company's revenue for the quarter. It includes a comparison between actual performance and the budgeted figures. The analysis shows that while sales in the core market met expectations, there was a slight dip in the emerging markets segment.

The third section focuses on the operational challenges faced by the organization. It highlights the need for better communication between departments to streamline processes and reduce delays. The author suggests implementing a new project management tool to improve collaboration and transparency.

Finally, the document concludes with a set of recommendations for the upcoming quarter. It advises on strategic investments in research and development to stay ahead of the competition. Additionally, it stresses the importance of employee training and development to enhance the overall productivity of the workforce.



[Secret & Print]

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**APPOINTMENT LETTER**

January 19, 2023

Dear Ashwini Kumar Bhatia,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be advised that the terms may be modified pursuant to changes in the Company policy updated from time to time.

I. Appointment Details:

- The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- The minimum age is 21 years.
- You may be transferred to any other location, headquarters, branch, establishment, or branch of the Company or subsidiary associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, travel, per diem, etc.
- We provide support to our global customers through various Company locations in India to suit customer requirements by spending part of the working hours from any of these locations and in any of the shifts, including night shift, as may be decided by the Company keeping in mind the business needs and deliverables to customers.
- This offer of appointment is subject to your successful completion of all certificate requirements as laid down by the University/Institute in case of the degree/diploma and the requirements, including aggregate, specified by the Company for your role and any other criteria specified by the Company in terms of your educational qualifications effective the date of appointment.
- The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

II. Compensation

You will be eligible for:

- Compensation and benefits in accordance with Annexure III - Salary Offer Sheet
- Variable Pay - The details of the program are listed in Annexure III. The Variable Pay program may be changed or modified in any or all thereof from time to time, at the sole discretion of the Company.
- Other compensation and benefits in accordance with Company policy as modified and extended to you from time to time.
- Your salary will be reviewed periodically as per Company policy.
- Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

III. Other Benefits:

You will also be eligible for:

- Leave, holidays and working hours as applicable to your stream and location of posting.
- Perquisites, if any, as applicable to your band and stream and/or based on functional requirements as determined by the Company.
- Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- Leave Travel Allowance (LTA) as per the Company's policy.
- Wipro Mutual Investment Scheme (MIS) provided you are not covered under the purview of the ESI Act.
- Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, summer benefit plan and industrial injury benefits.
- Please refer to the detailed policies of the Company's internal portal (www.wipro.com).

IV. Responsibilities:

- 4. In case of your position and office, you shall be expected to perform all responsibilities effectively, efficiently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In all times, you are required not to engage in activities that have or will have an adverse impact on the reputation, image and business of the Company, whether directly or indirectly.
- 5. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company's policy applicable to you.
- 6. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics (Policies) as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- 7. Consistent with (a) above, any matter or situation or incident that may arise that could (potentially result, or has resulted) in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

3. Conflict of Interest:

- 4. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- 5. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- 6. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation not to solicit, induce or encourage:
 - 1. Any employee of the Company to terminate their employment with the Company or to accept appointment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - 2. Any customer or vendor of the Company to move the existing business with the Company to a third party or to terminate the business relationship with the Company.
 - 3. Any existing employee to become associated with, or perform services of any type for any third party.
- 7. In case of any conflict or doubt, please discuss the matter with your Business Unit Head. It understood the Company's position on this will resolve the conflict.

6. Confidentiality:

- 4. In consideration of the opportunities, training and growth 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 familiarize yourself with all Confidential Information as defined from time to time in the Confidentiality Policy of the Company. Do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall extend during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- 5. At your work for Wipro, you will be expected to use or disclose any confidential information, including trade secrets, of any former employer or other parties with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or contractual agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, your conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation, log files, documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in respect to Intellectual Property.

8. Non-Solicit

In the course of your employment with the Company, you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (Confidential Information). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You covenant that for a period of six (6) months after cessation of your employment from the Company (irrespective of the circumstances of or the reasons for the cessation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of cessation.

9. General

This offer of appointment is subject to the provision that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted falsified documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or practice provided available to us under law.

Please note that you are required to inform us if there are any agreements, verbal or written, which you have entered into and which may stand in or affect your commitments under this employment contract.

- 4. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of the employment contract may be enforced legally, if required. In this connection, if any of the provisions of this offer of appointment are found to be void or unenforceable due to any reason whatsoever, the remaining provisions of the letter shall continue in full force and effect.
- 5. These employment terms statements and replace any existing agreement or understanding, if any, between the Company and you, of the same subject matter.

- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post graduation.
 - v. You have any pending litigation/arrests on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessments, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to onboarding. This shall be provided as opportunity to learn in Pre-Joining programs, Self-directed learning modules (SDLMs), in-classroom training, on-the-job training, Job Skill modules, and 1 or multiple specific hands and technology learning. Through this extensive training, the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company making investments in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the Company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to continue the training and continue your employment with the Company for a period of at least 12 months commencing from the date of your joining. In case you decide to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 15,00,000 (Fifteen Lakhs only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination

Your employment with the Company shall be terminable, without notice, by either party giving one-month notice during probationary period and three months' notice on continuation. The Company reserves the right to pay or withhold salary in lieu of notice period. Further, the Company may at its discretion release you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company Office you are released, all correspondence, identification, formulae, books, documents, and data material like, laptop, drawings, effects and comply with all the relevant formalities required by the Company. Further, you shall not make or retain any copies of those items.

12. Pre-Joining Program (PJP)

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program(PJP). You will be given a specific knowledge track to learn and we will urge you to utilize the opportunity to gain hands-on experience so as to enable you to start a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by returning a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Sanyas Shastri
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on _____

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. The policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Below listed are a few examples of conflict of interest:

- a. For an employee or any designated member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, several where such an interest confers or results in undue self compensation which are quoted and bid in the open market or the interest is not material.
- b. For an employee or any designated member of his family to buy, sell or lease any kind of goods, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who or it is dealing to become a contractor, supplier or customer, except

with the knowledge and consent of top management.

1. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the Company or an affiliate except with the knowledge and consent of top management.
2. For an employee to use or release to a third party any data on business, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
3. For an employee or any dependent member of his family to accept commissions, or share in profits or other payments, loans (other than well established banking or financial institutions), services excepting entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned Conflict of Interest policy and I declare that there is no Conflict of Interest in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Register, Monitor and Report Trading (COCA) by insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to be the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/selling or trading in the Company's Securities, while in possession of any unpublished price sensitive information (hereinafter referred to as "UPII") about the Company. It also involves disclosing or procuring any UPII about the Company to others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

1. Trading when in possession of UPII: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPII concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policydesign@wipro.com.
2. Communication or dissemination of Unpublished Price Sensitive Information (UPII): Employees must not, communicate, provide or allow access to UPII of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to-know basis. Employees are strictly prohibited from the following:
 - a. Consulting or disclosing or communicating UPII to any other person including spouse and other relatives, except as is need to know basis.
 - b. Consulting as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPII.
 - c. Unauthorized disclosure or communication of UPII.
 - d. Procuring any UPII from others.
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like reprimand, suspension, termination or employment an employees involved in Insider Trading. Insider trading also attracts criminal and civil and criminal penalties not only on the trader but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their immediate relatives shall disclose to the Company the number of securities acquired or disposed of within any trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, approaches or is a good value or excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Register, Monitor and Report Trading by Insiders. Or write to codeandconduct@wipro.com.

ANNEXURE I

PERSONAL INFORMATION AND REQUIRE UNDER INFORMATION TECHNOLOGY ACT 2008

I (Anil Kumar Bhat), declare that I am voluntarily sharing my Personal Information (including documents) with Wipro Limited (Wipro) for the following purposes:

- a. validating my Curriculum Vitae and creating records on the same for any future reference/verification.
- b. processing my job application including background verification checks.
- c. implementing related actions including record keeping, processing compensation and benefits and any action required to the good of the employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is processed with Wipro and is capable of identifying me."

ANNEXURE II

SALARY OFFER SHEET

Name: Anil Kumar Bhat

Position: Project Engineer

Career Group: TRS - 2

*You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
-----------	--------------

Item	Amount
BSA	11,870
Bonus	5,000
Retire	2,124
401k Savings Plan (Salary)	4,945
Total Fixed Cash	24,939
PF (Employer Contribution)	1,500
Grants (2.5% of Base)	500
Total Fixed Compensation	27,139
Other Compensation Benefits	
Health Insurance (McGraw)	500
Variable Pay	
Target Variable Pay	1,400
Target Cost to Company per month	22,167
Total Cost to Company per annum	266,004

*Special sum including contribution of 0.44 % of your basic benefits program of Grady. Employees will be eligible for payment of grants as per the Wage Policy for the same.

Apart from the standard salary components, Project Engineers are also entitled to the following unique Company Benefits to help you manage living expenses:

- a. Creative Interest free loan of Rs. 25,000/- towards housing deposits or towards purchase of a new vehicle
- b. Creative Interest free contingency loan of lesser of Rs. 50,000/- and 3 months gross income housing deposits or (Borrow) such in immediate family or self-employment
- c. Medical assistance of Rs. 10,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 200 per annum.

PERFORMANCE

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payment. The bonus will be paid as per the details table and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 1 st month	25000
End of 1 st year	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	1,00,000 - 2,00,000

Please note the terms and conditions:

- i. The special bonus is subject to:
 - a. you being 'active' in the services of the company through to retirement date as applicable
 - b. your employment has not been terminated for your performance or for cause prior to retirement date
 - c. you have not resigned voluntarily or abandoned your job as of the retirement date
- ii. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The bonus is individual and awarded to you.
- iii. The gross bonus amount paid will be recovered in case you leave the organization before 36 months of bonus payout. This will be applicable to all 4 installments of bonus payouts.
- iv. In the event of your resignation or a forced exit due to your last location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rates, as per company policy.
- v. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- vi. This shall keep the contents of this letter confidential.

APPENDIX - I

I hereby confirm that I shall submit the required financial statements including but not limited to state (state and Professional or Commercial) Social Certificate within 3-months from my date of joining. I understand that my employment is subject to my appropriate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents in a case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

APPENDIX - II

Variable Pay - A SHORT OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component of your salary which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in outside sales, variable pay will be linked to individual/territory (i.e. the number of days employee is billed in a quarter). This factor is applicable only for employees joining in outside sales in States: North Carolina, AL, AZ, AR, WI, IL and MI and also have variable pay as part of their salary stack.

For employees joining in above Sales or Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial performance. Financial metrics is linked based on quarterly rate for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed, altered or modified in part or full throughout time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payment under the program.

The detailed policy will be made available on MyWalmartPolices->Common Polices->Human Resources->Policies->Variable Pay Policy. FY 2010-11.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic Additional Allowances and Bonus

The six fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 25% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Medical Benefits (Medi-Share):

Medical Benefits Plan (MBP) is basket of various allowances/ expenses considered for income tax exemption. Under MBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of telephonic/mobile phone, Non-Resident Medical Card can also be availed under the MBP. The actual expenses incurred towards these components are eligible for exemption as per the prescribed income tax rules applicable. Thus, you will be subjected to tax for the portion of the expenditure that is not exempted. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. MBP will grant a Group Allowance, which will be computed after deducting the aggregate cost of allowances/benefits availed under MBP and rebated recovery of Prequisite Tax and associated charges. Following are your MBP Exemptables:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of wages. For details on Income Tax exemption please refer to 2009-10 earnings. The maximum LTA that can be considered for IT exemption is Rs. 25,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid for you towards telephonic services (both landline and mobile) services are also towards broadband/modem/DSL/Router (BROAD) etc. for internet usage shall be eligible for IT exemption up to Rs. 15,000 per annum under MBP as per prescribed limit in the policy. No expenses in respect of internet or other charges for pay-stad connections will be eligible under this head.

3. Health Insurable Good Card:

An amount of Rs. 1500 (i.e. 15% per month towards purchase of Non-Resident Medical card is eligible for IT exemption under MBP.

4. Education Allowance:

An amount of Rs. 100 (additional 200 in case of MBP is treated per child per month) up to a maximum of 2 children is eligible for IT exemption under MBP.

5. Non-Resident Bonus:

You can contribute between 5% up to 15% of your Basic towards NRB and deduct it under MBP. This will be over and above 25000 exemption.

National Benefits:

1. Provident Fund

- a. Provident fund: Where basic is higher than 25% of (25% - 12% of your Basic towards Provident Fund, in cases where basic is lower than 25% 25,000). Minimum of 10% of Basic + 10% - Additional (Where applicable) is 15% 15000 per

- National sum including contribution of 0.5% % of your base towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the stipulation on the same.

Travel Accommodation, Food & Other Miscellaneous Expenses

Travel

- The amount entitled for Rs. 1500 from the date of appointment until the sum amount that will be reached with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement towards any expenses incurred in case of attending training or classes at different locations in the same day.

Accommodation, Food & Other Miscellaneous Expenses

- The amount entitled for Rs. 3000 per day for 8 days (total amount of Rs. 24,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This amount will be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit any receipt/usage of this amount.
- If your posting location (the location where you would be based out of after training) is different from the training location (location where the employer initial training), you would be entitled for the following:
 - Lodgement and Miscellaneous Expenses: Rs. 1000 per day for 7 days (total amount of Rs. 7,000) from the date of reporting to the posting location. You may utilize this amount towards housing, roofing, electricity & other miscellaneous expenses.
- Any location charges after reporting to posting location will be treated as miscellaneous and will be covered under the Transfer policy for travel expenses. For details you can refer the policy at [Employee My Policies](#) or [Home My Travel Transfer Policy Team Request](#).
- Car expenses would not be eligible for accommodation at the target guest house.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFIT

Medical

- 1. **Medical Reimbursement (MRB):** This is a welfare scheme covering you, your spouse and your children to the extent of Rs. 15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be provided based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary sheet is a notional figure and a notional average outflow per month and per employee towards MRB. Medical is a non-transferable amount i.e., it will be paid if eligible on leaving a claim.
- 2. **Medicaid:** This entitles for a higher coverage of Rs 2.25 Lakh per annum for family (self, spouse & children) towards hospitalization. There will be a deductible from your monthly payroll depending on your marital/family status towards the cover with insured premium. 10% of the claim amount has to be borne by you.
 - If you wish to enhance the coverage, Top up cover options are also available for a higher registered premium. More details on the policy are available on [My Policies](#) Section in employee which is accessible on joining.
 - Base Medical Insurance is to be availed by the employee as default. It is accounted for in deductions as a correct monthly charge. Top-Up cover is voluntary and charged as applicable during renewal term.
- 3. **Accidental Insurance:** Complete paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit: Up to Rs. 10,00,000

The provident fund is lump sum benefit up to a maximum of Rs. 10 Lakh to be calculated and payable on per applicable term.

Survivor Benefit Plan (SBP):

The Survivor Benefit Plan (SBP) is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The portion payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade A3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * 60% of years to retirement * Grade Factor * % based on number average of surviving members.

i.e. 15,000 * 20 * 0.75 * 0.05 = Rs. 6,480 per month as supplementary pension payable. Grade Factor is a fixed specific predefined parameter. Actual see.

Life

Medical Top Up: An insured sum of Rs. 20,000 as per policy is available to facilitate your getting down. The amount is primarily contributive over funding obligations towards purchase of the effects. This is processed in 10 equal installments.

Application Help ([Emp/Joining Help](#))

Software Powered by [iQMS](#)

www.ikms.com (emp@www.ikms.com / help@www.ikms.com)

www.ikms.com/portal/portal_main.html?sub/standard/page/1&site_campaign=platformv2020help

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Offer Letter

Further to your application and interview with Revature, we are pleased to offer you a position of Software Engineer Trainee in our organization.

This Offer Letter (the or this "Agreement") is entered into by and between Sandeep Prasad ("Software Engineer Trainee" or "Trainee"), aged 21 years, S/O of D/O S/O Harshraj residing at A-2-258, Shakti Park, Colony, Anandnagar, Hyderabad, and **Revature Consultancy Services Private Ltd.** ("Company"), a company having its registered office at 18th Floor, New No-431, Anna Salai, Teyyanampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a "Party" or collectively as the "Parties."

Company provides full-time training for real-world tech careers at the world's top companies. Revature software engineers have industry-recognized certifications that are hard to achieve. During Revature's training program, software engineers are taught skills and competence to fill the ground running. After they successfully complete the training, Revature works with the individual to get them hired directly with Revature's clients. The total training to hire process typically takes about four months.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

I. Internship/Revature Readiness Program (RRP):

- a. Trainee Internship/RRP is scheduled to start effective Apr 18, 2023 for a minimum period of three (3) months. During this period, Trainee will receive stipend of Rs 5,000/- (Rupees Five Thousand Only) per month. He/ She will be provided with a room during the Internship/RRP period.
- b. This Program is a 13-week instructor-led training program designed to provide Trainees with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The training program is a residential program, provided at no cost to eligible Trainees accepted into the training program.
- c. During the term, Trainee undertake to devote best efforts, knowledge and skill and devote substantially all their working time (at least 40 hours a week) and attention to the performance of duties.
- d. During Training, trainees will learn the skills that will set them on the career path, working on the most highly sought-after technologies in the tech industry.

- n. As part of our ongoing commitment to continued learning and development, Company has designed this Internship/ERP to be a mentor-led training program that enables trainees to get introduced to various emerging technologies. As they are entering the IT Industry, it is important to have a strong foundation in Programming languages, Databases and Operating Systems and Behavioral skills.
- l. Trainee performance will be tracked periodically and provide feedback when necessary. Upon successful completion of 18-week Internship/Software Readiness Program, trainees will be required to clear the final review with Beware's Client(s) that includes an assessment and one to one interaction.
- g. Detailed description of training details is given in the Training Agreement.
- h. All Trainees will be required to agree to, abide by and adhere to the rules of use and policies in (or referment to) Training Agreement.
- l. Attendance: Trainers will accurately report trainees training hours and Company will not encourage, require, or permit trainees to skip trainings or absence from trainings or falsify training hours.
- j. Accommodation: In COE – Centre of Excellence, Company will provide free or low cost hostel accommodations for trainees based on company's discretion. Separate hostel facilities will be provided for men and women trainees. Safety of every trainee is of utmost importance to Company. Residential Trainees are directed to follow hostel rules & regulations strictly and any deviation will be dealt strictly. Detailed description of Hostel rules & regulations are given in the Hostel Agreement. This clause is applicable only for Residential Trainees.
- k. Program Disclaimers
Beware reserves the right to remove Trainees from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice or an as-needed basis.

2. Appointment after Internship/ERP

- a. After clearing the final review with the client(s) that includes an assessment and one to one interaction, at the sole discretion of client and Beware and in accordance with the terms in Training Agreement, trainee may be offered an employment as "Software Engineer" by the Client.
- b. By accepting this offer Trainee acknowledges and assures that he/she will continue to remain in the employment of the Company's Client for a minimum period of eighteen months (18) ("minimum" called minimum

period/mandatory period) from the date of appointment with the Client. He /She further agrees and acknowledges that, in the event Trainee voluntarily resign and/or are terminated from the services of client, for any lawful reason whatsoever, client shall incur substantial loss, including, but not limited to, finding a suitable replacement, training, project continuity, etc.

- c. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there for the mandatory period.

3. Compensation:

- a. Trainee will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month during the Internship/Revenue Readiness Program.
- b. Upon successful completion of 3 months of Internship/Revenue Readiness Program, trainee will be offered the position of "Software Engineer" and the salary will be Rs.4,00,000/- annually with other benefits as detailed in their Employment Agreement with the Client.
- c. Trainee's performance during the Internship/Revenue Readiness Program will be monitored periodically. Depending upon their performance during Internship/IRP and based on the client requirements, at the sole discretion of Revenue, Trainees may also be proposed for hire on project work at a Company client that offers up to Rs. 6,00,000/- annually.

4. Relocation: Trainee agrees to relocate based on Clients or Revenue needs, irrespective of the location.

5. Restrictive Covenants: Trainee agrees to complete the Internship/Revenue Readiness Program and agree to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with each Client.

6. Liquidated Damages:

- a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
- b. In the event of termination of employment by either party within the minimum period/mandatory period, in addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and equities exist, if a court of competent jurisdiction finds that Trainee has breached this section (6) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as

Liquidated damages, repay the entire amount as given in Sec 6 (a) incurred by Revenue with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damage sustained by Company under the circumstances given Company's valuable investment in Trainee.

- c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.

7. **Confidentiality:** Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainer's lawyer, financial advice, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.

8. **Personal Information:** Company states that personal information of trainees will be maintained confidentially and only used for the required purpose. Also, such information will be designated as confidential or proprietary nature.

9. **Intellectual Property:** No trademark, patent, copyright, trade secret or other intellectual property or proprietary right is licensed, granted or otherwise conveyed, either expressly or by implication, by the disclosure of Confidential Information hereunder.

10. **Non-Waiver:** No delay, waiver, omission or inaction on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.

11. **Severability:** If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

13. Indemnity: Trainee shall indemnify and hold harmless Revenue and its officers, directors, employees and agents from and against any claim, liability, loss, cost, damage or expense including, but not limited to, reasonable attorney's fees and expenses, relating to or arising out of any claim by any third party based on (a) Trainee's performance hereunder, (b) any breach of this Agreement by Trainee, (c) any negligence, fraud, or misconduct by Trainee, and (d) any non-competition agreement, invention or secrecy agreement between Trainee and a third party which was in existence as of the date of this Agreement.

13. Legal Review: The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

14. Governing Law and Disputes- Legal Jurisdiction

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.
- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

15. Entirety, Construction, Amendment: This Agreement, along with NDA, Training Agreement and other signed agreements comprise the entire understanding between the Parties and supersedees any prior or contemporaneous written or oral agreements between them respecting the subject matter hereof. The language in this Agreement shall be construed according to its fair meaning and not strictly for or against either Party; headings are for convenience only, not for interpretation. This Agreement may only be modified or supplemented by mutual written agreement. No modification, alteration or amendment of this Agreement shall be binding unless it is in writing, signed by the Parties.

16. Assignment: This Agreement is personal in nature and not assignable or transferable by trainee.

17. **Authorization, Counterparts:** Each person executing this Agreement represents and warrants that such is duly and validly authorized to do so on behalf of such Party, with full right and authority to execute this Agreement and to bind such Party with respect to all its obligations hereunder. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

18. **Subject Headings/Captions:** The subject headings/captions used in this Agreement are inserted only for purposes of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Parties herein have duly executed this Agreement as of the date of the first signed below.

RECYCLE:

Signature:



Print Name: Anwarulhaq

Title: Recruiter

Date: April 8, 2022 | 1:24:46 AM EDT

TRAINED:

Signature:



Print Name: Taha Fay

Date: April 8, 2022 | 1:25:46 AM EDT



TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT

This TRAINING PARTICIPANT NON-DISCLOSURE AGREEMENT ("NDA"), dated as of Apr 18, 2022 ("Effective Date") is made by and between REVATURE CONSULTANCY SERVICES PRIVATE LIMITED ("Revature") and Harish Vardiy ("Participant"). Revature and Participant are sometimes referred to herein, individually, as a "Party" and, collectively, as the "Parties".

WHEREAS Participant wishes to participate in training programs offered by Revature (collectively, the "Program"), in which Participant will have access to information that is confidential and proprietary to Revature; and

WHEREAS Revature would like to protect the confidentiality of, maintain its rights in, and govern the unauthorized use and disclosure of, its Confidential Information;

NOW THEREFORE, in consideration of the foregoing parties and mutual covenants hereinafter contained, the Parties hereby agree to be legally bound as follows:

- 1. Confidential Information.** As used in this NDA, "Confidential Information" means any and all confidential or proprietary information relating to Revature's business or operations, which information may be written, oral, or maintained in electronic or any other form, whether or not such information is marked as "confidential," and shall include, without limitation, all documents, technology, designs, curricula, curriculum content, training models, training content, know-how, business concepts, procedures, services, projects, programs, customer information, business plans, promotional and marketing activities, pricing, intellectual property, finances, and other business affairs.
- 2. Exclusions.** Confidential Information does not include any information that (i) is or becomes publicly available without breach of this NDA; (ii) can be shown to have been known to Participant prior to its receipt from Revature, provided that such information was not furnished to Participant by a source known to be bound by a confidentiality agreement or that was otherwise prohibited from disclosing the information to Participant; or (iii) can be shown to have been independently developed by Participant without reference to any Confidential Information and without violating the terms of this NDA.
- 3. Limited Use.** Participant agrees to use the Confidential Information received hereunder solely for the purpose of participating in the Program and for no other purpose. Except as expressly provided in this NDA, Participant will not disclose Confidential Information to anyone without Revature's prior written consent. Participant shall take all reasonable measures to protect the confidentiality of, and avoid any unauthorized disclosure or use of, Confidential Information. Such measures shall include the highest degree of care that Participant uses to protect Participant's own confidential information of a similar nature, but no less than a reasonable degree of care.
- 4. Ownership.** All Confidential Information will remain the exclusive property of Revature. Revature's disclosure of Confidential Information will not constitute an express or implied grant to Participant of any rights to or under Revature's patents, copyrights, trade secrets, trademarks or other intellectual property rights.
- 5. Notice of Unauthorized Use.** Participant will notify Revature immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this NDA by Participant. Participant will cooperate with Revature in every reasonable way to help Revature regain possession of such Confidential Information and prevent its further unauthorized disclosure or use.
- 6. Return.** Except as otherwise provided herein, Participant will return or destroy all tangible materials embodying Confidential Information (in any form and including, without limitation, all accessories, copies and excerpts of Confidential Information) promptly following the earlier of (i) the completion of the Program by participant, or (ii) Revature's written request. At Revature's option, Participant will provide written certification of its compliance with this Section.
- 7. Injunctive Relief.** Participant acknowledges that a breach of its obligations under this NDA could cause irreparable harm to Revature for which monetary damages will be difficult to ascertain or an inadequate remedy.

Participant therefore agrees that Revature will have the right, in addition to its other rights and remedies, to seek injunctive relief for any violation of this NDA.

8. **Scope.** This NDA is intended to cover Confidential Information disclosed by Revature to Participant both prior and after the date hereof. Participant's confidentiality obligations under this NDA will survive for as long as such Confidential Information is not publicly known (within the parameters of Section 10, even if the NDA is otherwise terminated prior to that time). Additionally, the foregoing shall not be construed in any way limit the rights of the Company to protect Confidential Information which constitutes trade secrets under applicable trade secrets law or privileged information even after such period has expired. If, under applicable law, the foregoing restrictions can only be applied to Participant's use and disclosure of trade secrets, then the restrictions are limited to only the protection of trade secrets.

9. **No Warranty.** All Confidential Information is provided "AS IS" and without, and Revature disclaims, any warranty, express, implied, or otherwise, regarding its accuracy, performance, or title. For the avoidance of doubt, Revature shall not be deemed to have made any representation or warranties as to the accuracy or completeness of the Confidential Information and only those representations or warranties which are made by Revature in a final definitive agreement when, as and if executed, and subject to such limitations and restrictions as may be specified therein, will have any legal effect.

10. Miscellaneous

10.1 This NDA constitutes the entire agreement between the parties relating to the matters discussed herein and supersedes all prior and/or written communications and agreements between the parties hereto. This NDA may be amended or modified only with the mutual written consent of the Parties hereto. Each Party's obligations hereunder are in addition to, and not exclusive of, all its other obligations and duties to the other Party, whether express, implied, in fact or in law.

10.2 This NDA may not be assigned by Participant, without prior written consent from Revature, which may be withheld in Revature's sole discretion. Any attempted assignment in violation of this Section 10.2 shall be void. This NDA will survive to the benefit of and be binding upon the Parties and their respective successors and permitted assigns, subject to the assignment provisions of this Section 10.2.

10.3 Any failure by either Party to enforce the other Party's strict performance of any provision of this NDA will not constitute a waiver of its right to subsequently enforce such provision or any other provision of this NDA.

10.4 If a provision of this NDA is held invalid under any applicable law, such invalidity will not affect any other provision of this NDA that can be given effect without the invalid provision. Further, all terms and conditions of this NDA will be deemed enforceable to the fullest extent permissible under applicable law, and, where necessary, the court is requested to reform any and all terms or conditions to give them such effect.

10.5 This NDA will be governed by the laws of India. Both parties irrevocably agreed to the exclusive jurisdiction of the Courts in Chennai, for any action or proceeding regarding this Agreement. Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996, including any amendments thereof. The arbitration tribunal shall be composed of a sole arbitrator, and such arbitrator shall be appointed mutually by the Parties. The place of arbitration shall be Chennai, India and the arbitration proceedings shall take place in the English language.

10.6 This NDA may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and the same agreement. The delivery of an executed counterpart copy of this agreement by facsimile, telecopy, e-mail, or by electronic transmission in portable document format (PDF) shall be deemed to be the equivalent of the delivery of an original executed copy thereof.

[SIGNATURE PAGE FOLLOWS]

REVATURE

IN WITNESS WHEREOF, the Parties have signed this NDA to be executed as of the date set forth above.

REVATURE:

Signature:

Amrutha

Print Name: Amrutha

Title: *Amrutha*

Date: April 8, 2022 | 3:14 AM EDT

PARTICIPANT:

Signature:

F. Traylor

Print Name: *F. Traylor*

Date: April 8, 2022 | 3:15 AM EDT

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the various methods used to collect and analyze the data. This includes both manual and automated processes, as well as the use of specialized software tools. The goal is to ensure that the data is both reliable and easy to interpret.

The third section provides a comprehensive overview of the results obtained from the analysis. It highlights key trends and patterns, as well as any anomalies that were identified. The author also discusses the implications of these findings and offers recommendations for future research or action.

Finally, the document concludes with a summary of the main points and a statement of the author's conclusions. It reiterates the importance of thorough data collection and analysis in making informed decisions.





Date: 07 Nov 2021

1841A0565

203
Deputi Sachitha,
Sri Indu Institute,
H NO : 19-048
NAGARJUNA NAGAR
NEAR PUSHPAMMA APARTMENT,
MIRYALAGUDA,
NALGONDA -508207.
Mobile: +91- 9346533590

Dear Deputi Sachitha,
Sub: Letter of Internship and Offer of Appointment

We are pleased to offer you appointment as "Intern" with our Company on the terms and conditions incorporated in the Service Agreement, which is herewith enclosed. Please sign the Service Agreement as well as the clause of acceptance here under as your acceptance of offer.

The period of Internship will commence from the date of joining planned as tentatively 1st Jun 2022 and will be in operation for 6 months through end of Jun 2022.

During the Period of Internship, you will be paid a stipend of 15,000 rupees per month. Also, you will generally not be eligible for vacation time during the internship period unless for reasons of health or other emergencies.

Post Internship you will absorbed as a full-time employee in the role of Software Development Engineer - Frontend. This full-time status will activate from 1st July 2022 and the gross compensation is fixed at Rs 5,00,000 (Five lakhs only) per annum from hereon.

Your transaction structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be tentatively 1st Jun 2022. And reporting location will be at Hyderabad office.

Please note that during the course of your tenure at Vassar Labs, you might be required to work at any place in the world depending on project needs.

We wish you a rewarding and exciting career with Vassar Labs.

For Vassar Labs Pvt Ltd

Authorized Signatory

I hereby accept the above offer of appointment as per the terms and conditions of the enclosed Service Agreement and I am herewith signing in token of my acceptance of the Service Agreement.

(Signature of Employee)
Date:



SERVICE AGREEMENT

This Service Agreement is made and executed on this 8th Nov 2021 by and between Vassar Labs IT Solutions Pvt Ltd.

(Hereinafter referred to as the "Employer" which term shall mean and include all its legal representatives, attorneys, administrators, successors in interest and assigns etc.)

Dupati Sathika,
(Hereinafter referred to "Employee")

Whereas the Employer and Employee agreed to set forth in writing the following terms and conditions of the employment of the Employee.

Now this Agreement of Service Witnessed as under: -

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10:00AM to 6:30PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's ability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (All of the foregoing being referred to as the "Proprietary Information")
7. The Proprietary Information is confidential, important, and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third party, the employer hereby reserves the right to terminate this agreement.



8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee, or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly, or indirectly, for a period of five (5) years from the date of their disassociation from the Employer.
 - 9.1 Solicit or attempt in any manner to solicit, any business from (i) any existing customer/client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business.
 - 9.2 Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
 - 9.3 Employ, solicit, induce, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Proprietary Information to any person, firm, or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. Either party will be entitled to terminate this service agreement / employment by giving three months notice in writing post completion of the 2 year mandatory service period. This does not apply if the termination is because of performance or breach of conduct reasons. Salary means the gross remuneration of the month.
13. The employee is entitled to avail the leave facilities as per the employer's leave rules and regulations as shown in Annexure - 1. The leave and holiday schedule of a customer are applicable when working on a specific project for a customer.
14. The Employee shall undertake to work, wherever assigned either in India or abroad. While in India the Employee will be based at our Technology Development center in Hyderabad. However, he/she should be willing to travel anywhere in India or abroad. When posted to an overseas location for any assignment the salaries and benefits as applicable to such an assignment shall be mentioned in his/her project assignment letter.



15. The Employer shall reimburse all the expenses as applicable to his/her grade incurred by the Employee for travel, stay and other business-related expenses necessary to carry out the Employee's duties under this agreement upon submitting relevant bills and vouchers.
16. If the Employee breaches any of the terms of this agreement, the Employee agrees to be liable for damages as may be determined by the Employer and the Employer will be at liberty to terminate this agreement.
17. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulas, books, documents, case data, market data, literature, drawings, efforts, or records, etc., belonging to the Employer or relating to Employer's business. And shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
18. The invalidity or unenforceability of any of the provisions of this agreement does not in any manner affect any other provisions. If any provisions are determined to be invalid or unenforceable this agreement to be construed as if the invalid or unenforceable provisions was omitted.
19. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.
20. If any declaration given or furnished by the Employee to the Employer is proved to be false or if Employee is found to have willfully suppressed any material information, the Employee will be liable to be removed from the service of the Employer by termination of this agreement.
21. Performance Reviews will be conducted annually and will be effective July every year. You will be entitled for Salary revision in the month of June / July '22 on prorate basis. However, any salary increase will be subject to satisfactory performance, regular attendance, and good conduct.
22. The Employee shall immediately notify to the Employer any change in his/her address as given herein.
23. This agreement of contract will be in force till it is terminated as provided herein or till the Employee attains the retirement age of 60 years, whichever is earlier. The age of retirement will be reckoned as per the date of birth shown in the Employee's school leaving certificate.
24. Company currently does not come under Provident Fund Act and this portion of PF deduction will paid to employee. Once we are covered under PF act Company shall have a contributory Provident Fund Plan as a part of the employee's benefits. Under this plan, both employee and the company shall make equal percentage of contributions (generally 12%) of the basic monthly salary of the employee as prescribed under the Provident Fund Laws. And the said contributions shall be paid over to the Regional Provident Fund Commissioner, Government of India, which administers the Provident Fund Plan. Currently for PF both components viz the employee and the employer are added and shown as part of the Gross Salary mentioned earlier in this document).
25. This offer and legal bond enclosed will constitute a single agreement and hold valid for a period of 2 years from date of joining.



Acknowledgment: I agree to the Service Agreement dated 8th Nov 2021 made between Vassar Labs IT Solutions Pvt Ltd and Durgati Sankhita.

Leave Rules:

Following is the Leave Rules prevalent for the employees of Vassar Labs and which are made applicable to the Employee.

Annual / Privilege Leave:

- 30 working days for every completed year.
- For more details regarding the leave policy please contact your manager.

Maternity Leave:

Maternity leave is allowed to all female employees on the following conditions:

- After completion of one-year continuous service.
- The maximum leave allowed as per the Maternity Benefit Act is 12 weeks (6 weeks pre-natal leave and 6 weeks post-natal leave).
- Extension of leave is allowed as per the discretion of the management on case-to-case basis.

General:

- All the leave requests must be in the prescribed application form.
- The leave application form duly approved by the department/divisional head must be submitted to the personnel/administration department.

In witness whereof the parties have signed this agreement on this the 8th Nov 2021.

(Signature of Employer)
Date: 8th Nov 2021.

(Signature of Employee)
Date:



CODE OF ETHICS AND CONDUCT

Vassar's Code of Ethics and Conduct provides ethical guidelines for standards of conduct which shapes our developing corporate culture.

Vassar Labs is a contractually driven Software Development and Services company whose profitability depends on excellent standards of performance and delivery. Our success will be determined by your adherence to the following standards of ethics and conduct:

Recruitment and Performance Management:

Skills, qualifications, and experience determine what roles people fill, but integrity, intellectual ability and emotional intelligence are common competency dimensions all staff need to exhibit. Candidates will be recruited, and their performance managed on demonstrated competencies to succeed in their duties, in addition to their cultural fit with the ethics and conduct described in this document. Sloppy, revealing, or offensive dress or unprofessional behavior is not consistent with this standard. All employees are expected to present a professional face for the company. All employees are required to fully commit to performance and aptitude assessments, or other types of measurements designed to enhance individual and company performance.

Continuous Learning:

As a business of the new economy, all of us have a responsibility to continue to learn and to do all that we can to encourage our fellow employees to do likewise. We must have a commitment to further improvement, be motivated by challenges and to view change as a positive opportunity. Training plans are designed to be consistent with and support the strategic planning initiatives of the company. Involvement in professional associations and other professional and community development activities is expected as a sign of commitment to excellence.

Cooperation:

All of us need help and guidance from time to time. Turning to colleagues for assistance in solving difficult problems shows good judgment and common sense. Never be afraid to ask and never be reluctant to help.

Veracity:

Keeping secrets or creating hidden agendas causes intrigue, miscommunication, and confusion. We should always look for the positive solution to every problem and carry a positive attitude into every aspect of our day. Defeatists are not tolerated. Negative attitudes create distress while positive attitudes relieve stress. We believe that a person's success is mainly due to attitude. By displaying a positive attitude, courage, resilience, appropriate skills, ability and aptitude, your honesty and integrity will be evident.

Respect:

Abuse or harassment in any form is unacceptable. At VassarLabs we respect individual belief systems but do not impose religious or political beliefs on others. Words and actions that are indecent, sarcastic, and derogatory or made at the expense of an ethnic group or gender are not professional and may be unlawful. Swearing at each other, or at clients or suppliers, in an abusive manner, backbiting, gossiping, manipulating, negative behavior and other divisive activities are destructive and will not be tolerated. Violence or bullying is not acceptable and may constitute a criminal offense. All such forms of unacceptable behavior can be grounds for dismissal.



Intoxication:

Alcohol and other drug abuse are unacceptable at Vassar Labs. You will be disciplined and may be instantly dismissed for being intoxicated or under the influence of non-prescriptive drugs at work, whether on the premises of Vassar Labs, at a customer site, or when representing Vassar Labs at a conference or function.

Legitimacy:

Vassar Labs accepts that you will have commitments such as medical appointments, family activities and other important personal issues to attend to. It is not acceptable to misrepresent your use of this time as this would give the impression of deceit. Be upfront, tell your manager about personal circumstances that may require some flexible work time. Seek approval for such activities.

Time management:

If you are required to work extensive hours to meet deadlines it is your responsibility in collaboration with management to track your time on all tasks and avoid a culture of exploitation. Vassar Labs appreciates that many employees display enormous commitment by working extra hours making it a long day for a committed employee. Wasting company time by excessive chatting and taking regular prolonged smoking breaks may constitute work avoidance and be deemed unprofessional conduct. The goal is for each member of staff to work responsible professional hours.

Health & Lifestyle:

Vassar Labs encourages a healthy lifestyle for employees and encourages staff to exercise, quit smoking and excessive drinking and take responsibility for safe work practices as part of a healthy lifestyle program.

Initiative:

All of us must strive to take initiative, resolve, or inform others of potential risks, and prove to be steadfast and reliable in order to maintain and reinforce this vital part of our corporate culture. Every employee of Vassar Labs is responsible for the company's success.

Confidentiality:

During the course of our duties with Vassar Labs we will learn confidential information either about Vassar Labs or our clients. In these circumstances, we must not disclose or use any confidential information we obtain for any purpose other than for what it was obtained. Maintaining our clients' confidence in professionalism and integrity is too important to be put at risk. Protection of a company's intellectual property is an essential business and legal ethic.

Privacy:

Information regarding your salary and benefits and those of your colleagues is strictly confidential. Anyone asking about others or discussing their own salaries with colleagues, may be dismissed. Private personnel information must not be disclosed. You may be prosecuted under Privacy Laws for statutory breaches. Collaborating with colleagues to spread misinformation, or confidential information, could result in discrediting others, may be defamatory, and contravenes these fundamental principles. If you have queries regarding salaries or personnel issues speak to the HR Manager.



Occupational Health and Safety:

Vassar Labs encourages employees to take responsibility to avoid damaging their health by attending to both their physical and psychological needs. Employees must take responsibility for their ergonomic needs such as their workstation and work habits, and also for their lifestyle needs such as their psychological and emotional health. Many accidents or other problems at work are caused by negligence and blaming others for conditions and circumstances you would be expected to take action to rectify. All employees are required to take responsibility for occupational health and safety issues in the workplace.

I have read, understood, and agree to comply with the Vassar Labs' Code of Ethics and Conduct.

Employee Name: Duputi Sathitha.

Signature:

Date:

17/04/2021

October 19, 2021
Hyderabad, Telangana

Gugulothu Deep Kumar
8347470999
deepkumar1219@gmail.com

Sub: "Employment with TuringMinds.ai"

Dear Gugulothu Deep Kumar,

Congratulations! You have been selected as "Machine Learning Engineer Trainee" with TuringMinds.ai. This offer has been made based on the condition that:

1. You shall complete your under-graduate degree with a score greater than 80% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Machine Learning Engineer" with a minimum gross annual remuneration of INR 7,00,000 (Seven Lakhs Rupees). The details of the offer are in Annexure A. Details pertaining to your specialisation and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer.

During the training period (for the first 9 months), you will be paid INR 7,600 per month towards the Education EM. On completion of your training period, the remuneration under Annexure A may vary and shall be provided at the sole discretion of TuringMinds which shall not constitute the Education EM.

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your past employer(s).

The deadline for completing joining process with TuringMinds is 22nd October, 2021. Your employment as ML Engineer Trainee will start from 30th October, 2021. We look forward to having you onboard.

Sincerely,



Sriram Chavali
Associate Director - Human Resources

I, Gugulothu Deep Kumar, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Gugulothu Deep Kumar

ANNEXURE – A

Details of the Gross Annual Remuneration on receiving letter of appointment:

	Monthly	Yearly
Basic	17,500	2,10,000
HRA (50% of the basic)	8,750	1,05,000
Food Coupons	2,200	26,400
Other allowances	6,527	78,328
Performance incentive (10% of the basic)	2,800	33,600
Employee contribution of PF	2,100	25,200
Conveyance allowance	1,800	21,600
Education Loan Reimbursement*	16,539	1,98,468
Total Remuneration	58,326	7,00,600

* Education Loan taken to fund the Pre-employment training designed and offered by Case Western Reserve University & INSOFE

The above remuneration is subjected to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 3 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must:
 - i. Maintain a 90% attendance in the classes
 - ii. Write 35 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds.ai will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would come from the last month of employment.
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. In the event that the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Equipment and Reimbursement of Expenses

9. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
10. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Disputes and Resolutions

11. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds.ai will have the option of withdrawing this offer any time.
12. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad shall have exclusive jurisdiction.

TRAINING DETAILS

Training curriculum is approved by TuringMinds and you cannot request for any modification of the curriculum or specialization.

1. You must exhibit complete professionalism and discipline in the training sessions.
2. You must maintain a minimum of 90% attendance in the training sessions throughout the training period.
3. Any absence from the training sessions without prior approval can lead to your removal immediately from the remaining training program without any notice or compensation & further will impact the employment.
4. Your technical leads from TuringMinds shall be periodically reviewing your performance in the training program and may choose to alter, modify, or extend your training based on your performance.
5. You must successfully clear the technical course completion interview.

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer. During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificate in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- c. Three passport size photographs
- f. Copy of PAN Card
- g. Copy of passport and
- h. Copy of Aadhaar Card, (if available)

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.

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APPOINTMENT LETTER

April 20, 2022

Dear ESAMPELLI MADHU,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your level and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 50 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. wipro.wipro.com.

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the same when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need, on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to give his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. 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

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ("Confidential Information"). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after termination of your employment from the Company (irrespective of the circumstances of or the reason for the termination), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and/or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlog/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MDCCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre-Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre-Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shallen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any immediate member of his family to have an interest in any organization which has

- received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material).
- For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
 - For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
 - For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
 - For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to be the 'Company') internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as 'UPSI') about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who would subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an insider and accordingly advised as below:

- Trading when in possession of UPSI:** Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact policy@mgp.wipro.com.
- Communication or procurement of Unpublished Price Sensitive Information (UPSI):** Employees shall seek, communicate, provide or allow access to 'UPSI' of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - Unauthorized disclosure or communication of UPSI.
 - Procuring any UPSI from others.
- Individual and Personal Responsibility:** As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts civil and criminal penalties not only on the insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
- Disclosure requirements:** Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to rdvictor@wipro.com.

I (ESAMPELLI MADHU) confirm that I am voluntarily sharing my Personal Information (including documents) with Wipro Limited ("Wipro") for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information (including documents) by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information (including documents), relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

SALARY OFFER SHEET

Name: **ESAMPELLI MADHU**

Position: **Project Engineer**

Career Group: **TRD - E**

You shall receive salary as detailed below:

COMPONENT	AMOUNT (INR)
Basic	11,570
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,843
Total Fixed Cash	24,582
PF (Employer Contribution)	1,000
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency:

- Onetime interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the EGI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings.

Year	Bonus
End of 6 months	25000
End of 18 months	25000 + 75000
End of Year 2	50,000 + 1,00,000
End of Year 3	2,00,000 + 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts.
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy.
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential.

ANNEXURE - V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Completion Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my agreement meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE - VI

- You can contribute between 5% up to 10% of your Basic towards NPS and declare it under VDSF. This will be over and above Sec 80C Investments.

Retirement Benefits:

It consists of:

- Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + VDSF + Additional (Where applicable) or INR 1800 pm)
- Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.
- Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS:

Medical

- Medical Assistance Program (MAS):** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
- Mediclaim:** You are eligible for a floater coverage of Rs 2,50,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

Basic Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit:** Up to Rs. 30,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable law.

Survivor Benefit Pension Program:**

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. if an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: $\text{Basic} \times \text{No of years to Retirement} \times \text{Grade Factor} \times \%$ based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/advance towards purchase of two wheeler. This is repaid in 10 equal installments.

Contingency Loan: An interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be repaid in 25 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBOI rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cost.

f. Your Life and Accident Cover

- a. **Group Personal Accident Insurance (GPAI) Program:** Rs. 12,50,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. **Group Term Life Insurance:** Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Limited Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> WELFARE -> My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources -> India -> My Financials -> Deferred Benefits -> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro -> My data -> My Financials -> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

 Signature ESAMPELLI MADHU 20/04/2022 3:33 PM

(checking the checkbox above is equivalent to a handwritten signature)

Contact Us

Wipro Limited T: +91 (80) 2844 3011

Customer Care F: +91 (80) 2844 3024

Contact Us E: info@wipro.com

Wipro.com W: wipro.com

India C: L32120KA/9489/005608

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Offer: Computer Consultancy
Ref: TCSL/DT20218076645/Hyderabad
Date: 10/06/2022

Ms. Aarathi Sree Pasupuletti
H.No 12-1-39Geetha Nagar Colony,
Bandlaguda,
Hyderabad-500068,
Telangana,
Tel: -0985287509

Dear Aarathi Sree Pasupuletti,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer in Grade C1**. You will be assigned a role in the **TCS Digital (TCS Digital) Unit**, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) based your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &





Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

Basic Salary

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

BOUQUET OF BENEFITS (BoB)

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

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

House Rent Allowance (HRA)

Your HRA will be ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

Leave Travel Allowance

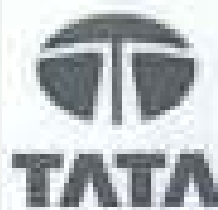
You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum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

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Food Card

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



components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹4,300/- . The same will be reviewed on completion of your first Anniversary with the company and will undergo a change based your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

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

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

Performance Pay will be effective upon successful completion of the TCS Xplor Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

RETENTION INCENTIVE

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



XPLORER/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Loans

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



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

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

Professional Memberships

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

PROVIDENT

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diplomas (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your



final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

3. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

4. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

5. Probation Period

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

6. Working Hours

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



7. Mobility

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

8. Compensation Structure / Salary components

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

9. Increments and Promotions

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

10. Alternative Occupation / Employment

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

11. Confidentiality Agreement

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

12. Work in SBWS mode

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

It is essential that you understand the applicable Policy and / or the Guidelines of such



flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

13. Overseas International Assignment Agreement

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

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

14. Terms and Conditions

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

15. TATA Code of Conduct

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

16. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

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

17. Retirement



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

18. Pre-employment Medical Certificate

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

19. Employment of Non Indian Citizens

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

20. Background Check

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

21. Submission of Documents

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

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

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Aadhaar Card

- Standard X and XII Diploma mark sheets & Certificate

- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation

- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)

- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required

- Birth Affidavit on Rs 100 stamp paper, if Birth Certificate not in English

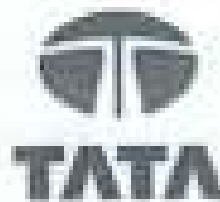
- Any other affidavits on Rs 100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

TCS Confidential

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TATA CONSULTANCY SERVICES

Part of Tata Consultancy Services Limited



address affidavits etc.)

- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry photocopies of the below documents:

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

22. TCS Xperience Program

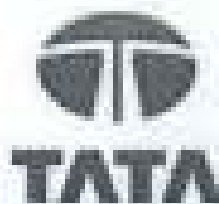
On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xpire proctored assessment, you will be provided Xpire training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

23. Letter of Appointment

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



24. Rules and Regulations of the Company

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

25. Compliance to all clauses

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

26. Data Privacy Clause:

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

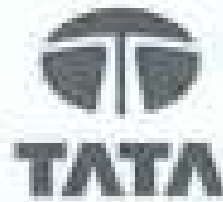
(b) It will be processed for various organizational purposes such as A recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

(f) In case of overseas deputation, available privacy rights would be governed as per



regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

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

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

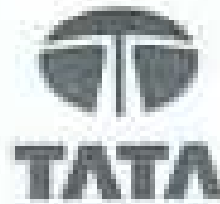
Yours Sincerely,

TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

Name	Aarathi Sree. Pinnapuretti
Designation	Systems Engineer
Institute Name	Bal Indu College Of Engineering & Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Equivalent Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance**	3,100	37,200
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	3,522	38,158
Retention Incentive	NA	70,000
4) City Allowance	400	4,800
TOTAL GROSS	31,844	7,00,022
Xplore! Learning Incentive****		Up to 60,000

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

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

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

**** For HBL - Note that Rs. 7500 if the employee is Single, if the employee is married or married with Children then Rs. 3,600* per beneficiary needs to be added to the above mentioned amount.

***** Xplore! Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)



Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
GROSS BUDGET OF BENEFITS	26,522	3,18,264



Annexure 2

<p>Bhubaneswar TCS AP HR Lead Tata Consultancy Services, Theava Park, VOTES 502/Plot 8-21, Bhubaneswar - 751007</p>	<p>Bangalore TCS AP HR Lead Tata Consultancy Services, Main 1, No. 42, Third Cross, Electronic City phase 1, Bangalore - 560100, Karnataka</p>
<p>Bhubaneswar TCS AP HR Lead Tata Consultancy Services, Training Lab, Sector, Bhubani, TIC Block, Ground Floor, Tata Consultancy Services Limited, (JMIT-10 - BARBATI SEZ, ITIEN SPECIAL ECONOMIC ZONE COO, PLOT NO. 25, CHHANNARA INDUSTRIAL ESTATE, PATN, Bhubaneswar - 751024</p>	<p>Chennai TCS AP HR Lead Tata Consultancy Services, 615/21-24, Purnanan Nagar, Old Mahabalipuram Rd, Tyrrel, Sholinganagar, Chennai, Tamil Nadu 600110</p>
<p>DELHI - Gurgaon TCS AP HR Lead Tata Consultancy Services, Block C, Sector Gurgaon, AM Mangla, Gurgaon - Faridkot Road, Gurgaon, Haryana - 122002, Haryana</p>	<p>DELHI - Noida TCS AP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 3rd to 5th Floor & 10th Floor, Gurgaon Business Park, Block - C & D, Sector - 62, Noida - 201 301, UP</p>
<p>Guwahati TCS AP HR Lead Tata Consultancy Services, 1st Floor, HICP House, G.S. Road, Dispur, Guwahati - 781005, Assam</p>	<p>Hyderabad TCS AP HR Lead Tata Consultancy Services, C City, Nandanamuda, Hyderabad</p>
<p>KOLKATA TCS AP HR Lead Tata Consultancy Services, ITATCS 502, Scheme No. 101 & 100-B, Super Corridor, Village Tiparia Badakh & Badu Bangaria, Tahsil Haral, India - 700048, Medinipur District</p>	<p>KOLKATA TCS AP HR Lead Tata Consultancy Services Limited, Empress 10 building, 2nd Floor, Plot - 87/17, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wardman Building, Delta Park - Lords</p>
<p>KOCHI TCS AP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS AP HR Lead Tata Consultancy Services, Pantia Park, Paliwadi Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400005</p>
<p>KOCHI TCS AP HR Lead Tata Consultancy Services Limited, Office-141, Madhav, Thiruvananthapuram 411105,</p>	<p>PUNE TCS AP HR Lead Tata Consultancy Services, Plot No. 2 & 3, A/2C-2B2, Paddy Gandhi Infopark Park, Hinjirgaon Thane 18, Pune - 411057, Maharashtra</p>
<p>Trivandrum TCS AP HR Lead Tata Consultancy Services, Pappal Park, Techpark Campus, Kariyattom P.O, Trivandrum - 695088, India</p>	



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

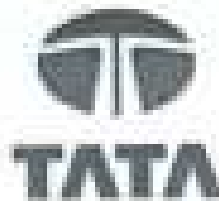
(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

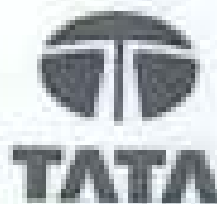
(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

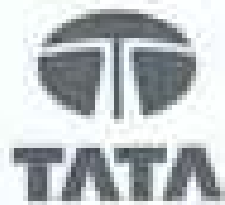
11. General

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

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

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

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



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

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

Capgemini Technology Services India Limited
(Formerly known as IMATS Global Solutions Limited)
IT 1, IT 2, A-100 NDC, Thane - Sakinaka Road
New Mumbai-400705, Maharashtra, India
Tel: +91 (0) 22 7141 4300 | Fax: +91 (0) 22 7141 3101
www.capgemini.com/india

Superset ID: 6311683

Letter of Intent ("LOI")

Dear MALREDDY 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 LOI, 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 Caggemini. 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 Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
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 Caggemini and your performance will be evaluated periodically during such training period.

Caggemini 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 Intent 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 Caggemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We 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 hr@heshiring.in or hr@caggemini.com

Thanking you,

Yours Sincerely,

For & On Behalf of Caggemini

Tejinder Sethi

Head - Fresher Hiring

ANNEXURE 1

MALREDDY REDDY

Analyst and AI

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payments.

For & On Behalf of Capgemini

Tajinder Sethi

Head - Fresher Hiring

Head Office: Pune | Corporate Regd. Office: No. 14, High Street Industrial Park, Hingwadi Phase II, MIDC SEZ, Vashi | Mumbai, Maharashtra, India. Tel: +91 22 6666 1000 | Fax: +91 22 6666 3000 | Email: hr@capgemini.com



19045A0327

November 11, 2021
Hyderabad, Telangana

Katkarla Madhu
9912770074
madhukatkarla051998@gmail.com

Sub: Employment with TuringMinds AI.

Dear Katkarla Madhu,

Congratulations! You have been selected as "Machine Learning Engineer Trainee" with TuringMinds AI. During the training period (for the first 9 months), you will be paid a stipend of INR 1,41,000 as explained in Annexure A.

During the training period, you must fulfill the following conditions:

1. You shall complete your under-graduate degree with a score greater than 60% and in the stipulated time frame; and
2. You shall complete the 9-month pre-employment training satisfactorily (refer to Annexure B and Annexure C)

On fulfilling both the conditions, you would be confirmed as "Machine Learning Engineer" with a minimum gross annual remuneration of INR 7,00,000 (Seven Lakhs Only). The details of the offer are in Annexure A. Details pertaining to your specialization and training are provided in Annexure B and Annexure C. Also, if any discrepancies were to be found in the details furnished by you, we may have the option to review our offer.

As a TuringMinds employee, you will be expected to abide by all TuringMinds's policies and procedures, sign and comply with TuringMinds's Non-Disclosure Agreement. You warrant that your employment will not violate any agreements, obligations or understanding that you may have with any third-party or your prior employer(s).

The deadline for completing joining process with TuringMinds is November 15, 2021. Your employment as ML Engineer Trainee will start from November 28, 2021. We look forward to having you onboard.

Sincerely,

Sairam Chavali
Associate Director - Human Resources

(Katkarla Madhu, accept the offer of employment with TuringMinds based on the terms described in the offer letter.

Sign: _____

Date: _____

Full Name: Katkarla Madhu

ANNEXURE – A

Details of the Stipend provided during the Training Period

Training Timeline	Consolidated monthly stipend
0 – 4 Months	INR 14,000
4 – 9 Months	INR 17,000

Details of the Gross Annual Remuneration on receiving letter of appointment

	Monthly	Yearly
Basic	17,500	2,10,000
HRA (50% of the basic)	8,667	90,000
Food Coupons	2,200	26,400
Other allowances	8,527	1,02,328
Performance Incentive (16% of the basic)	2,800	33,600
Employee contribution of PF	2,700	25,200
Conveyance allowance	1,600	19,200
Education Loan Reimbursement	18,939	2,03,268
Gross Emoluments	64,333	7,10,000

The above remuneration is subject to Income Tax and Other statutory deductions.

TERMS AND CONDITIONS

Satisfactory Completion of the Training

1. You shall be undergoing a training for 9 months through a knowledge partner identified by TuringMinds.ai.
2. Completing the training satisfactorily means you must
 - i. Maintain a 90% attendance in the classes
 - ii. Write all 30 Tests
 - iii. Complete 7 Projects
 - iv. Participate in 2 Hackathons

Employment on completion of the Training

3. TuringMinds.ai will deploy you on projects / consulting assignments subject to the client's needs
4. TuringMinds.ai reserves the right to transfer you to one of its clients as a permanent/project-based employee based on the needs. At that point, TuringMinds will ensure that the CTC is protected.

Termination and Discontinuation

5. TuringMinds.ai will review your performance over the first 2 weeks and either party can discontinue the conditional employment. In such situations, the Service Agreement along with all liabilities will be cleared.
6. Any request for discontinuation or termination after the 2-week review would be considered as a breach of the service agreement and the reimbursement of education loan would cease from the last month of employment. In such cases, the liability of the education loan becomes the sole responsibility of the employee. TuringMinds.ai, in such cases, will provide complete assistance to the financial partner.
7. Under extreme circumstances where the student is unable to attend the coursework due to a medical condition, an extension of not more than 90 Days can be provided at the discretion of the management.
8. If the information provided by the candidate is found to be incorrect or the candidate resorts to any unethical / objectionable behavior, TuringMinds.ai reserves the right to terminate the employment without any notice and liability on TuringMinds.ai thereof.

Repayment and Reimbursement of Expenses

9. It is the responsibility of the employee to repay the loan in case the employee in question drops out of the training, discontinues employment, or is terminated based on any policy violation.
10. TuringMinds.ai will not have any financial liability to the candidate or any bank / financial institution in case the candidate wants to quit the job for a better job.
11. TuringMinds.ai does not collect the fee and therefore will not be liable to a refund of any kind.

Dispute and Resolutions

12. If there is any discrepancy found in the documents/certificates furnished by you, TuringMinds will have the option of withdrawing the offer any time.
13. The terms of this offer shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.

SERVICE AGREEMENT

You shall execute and honor the Employment Agreement/Appointment letter furnished to you if appointed by TuringMinds as forming part and parcel of this offer.

All employees must take a loan from our financial partner for an amount of 5,25,000. Employees must only go through our financial partner. No other form of payment will be accepted.

TuringMinds will reimburse the monthly EMI to the employee and clears it within 3 years of their confirmation as ML engineer.

During your tenure of employment with the Company, you would be governed by the said Employment Agreement, Company manuals and any other agreement that you may execute with the Company from time to time. You are required to submit photocopies the following documents at the time of reporting for duty:

- a. Certificate in proof of your educational qualifications
- b. Certificate in proof of your Date of Birth
- c. Three passport size photographs
- d. Copy of PAN Card
- e. Copy of passport and
- f. Copy of Aadhaar Card, (if available)

Further, please note that your employment will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is suppressed, misrepresented, or fabricated, the Company shall have the right to terminate your appointment without any notice or compensation.

Complete details of the training program along with all the curriculum, duration, terms, and conditions shall be shared with you by the training provider before beginning of the training.