5.2.1(2)

STUDENT OFFER LETTERS

&

STUDENT ENROLLED IN HIGHER EDUCATION

2021-22

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(Sponsored by MOTHER THERESA EDUCATIONAL SOCIETY)
(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)
NUNNA - 521 212, Vijayawada Rural, Krishna Dt., A.P. India
Ph : 0866-2469222, 223, 224

E-mail : principal.9t@gmail.com,

5.2.1 Offer letters of the Placed students & Admission letters of the students enrolled in Higher Education during A.Y 2021-22

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2021	SK.FAROOQ	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	VALLAPU SANDEEP REDDY	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	ANANTHA MANOJ KUMAR	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	GADIDESI HARSHIN BABU	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000

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2021	JYOTHULA VENKATESWARAMMA	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	KOTHAKOTA POOJITHA	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	MALLADI KRANTH	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	PALAGIRI MANOJKUMAR	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	SAPPAVARAPU NAGA VAMSI KUMAR	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	TELLA KALYAN	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	GUNTAKA UPENDRA	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	KAKU GURUKRISHNA	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	SAMMETA VENKATA SAI	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	AKHIL BODDU	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000

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2021	AYANCHA LAKSHMI BALAJI	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	CHINTHARALA SUDHAKAR	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	DASARI PRASAD	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	KALATALA PRABHU KUMAR (M)	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	KALANGI VENKATA MURALI KRISHNA	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	LAKKOJU DEVENDRA KUMAR	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	MADASU RAKESH	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	MODUGU VENU	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	P RAJASEKHARA GOWDU	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	PARASA SAI RAM	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000

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2021	PARITALA SURENDRA KUMAR	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	PINNIBOINA VEERA NAGA RAJU	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	PUJALA REVANTH	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	TAMMA SUDARSHANA REDDY	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	THUMMALA MALLI KARJUNA REDDY	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	VARRI ANAND SAI	B TECH IN MECHANICAL ENGINEERING	2021-22	SLAP, plot no.6-B, industrial park, kia ancilary unit, site-B ananthapur - 515122	162000
2021	KAKARLA MARTIN JOHN PAUL	B TECH IN MECHANICAL ENGINEERING	2021-22	RELIANCE, 3rd floor, court house, lokamanya tilak marg, dhobi,talao, mumbai - 40002	275000
2021	SRIKANTH BATHULA	B TECH IN MECHANICAL ENGINEERING	2021-22	RELIANCE, 3rd floor, court house, lokamanya tilak marg, dhobi,talao, mumbai - 40002	275000
2021	ANNABATHULA NARENDRA PRASAD	B TECH IN MECHANICAL ENGINEERING	2021-22	RELIANCE, 3rd floor, court house, lokamanya tilak marg, dhobi,talao, mumbai - 40002	275000
2021	GUNTAKA RAKESH KUMAR REDDY	B TECH IN MECHANICAL ENGINEERING	2021-22	RELIANCE, 3rd floor, court house, lokamanya tilak marg, dhobi,talao, mumbai - 40002	275000

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2021	THURAKA SURENDRA KUMAR	B TECH IN MECHANICAL ENGINEERING	2021-22	RELIANCE, 3rd floor, court house, lokamanya tilak marg, dhobi,talao, mumbai - 40002	275000
2022	ALAMURI ROJA VENKATA LAKSHMI	B TECH IN CIVIL ENGINEERING	2021-22	D&C	200000
2022	KOLAVENTI MANASA	B TECH IN CIVIL ENGINEERING	2021-22	D&C	200000
2022	YEKULA NARESH	B TECH IN CIVIL ENGINEERING	2021-22	D&C	200000
2022	NENAVATH UDAY KUMAR NAIK	B TECH IN CIVIL ENGINEERING	2021-22	D&C	200000
2022	TATIKONDA PAVAN SAI	B TECH IN CIVIL ENGINEERING	2021-22	D&C	200000
2022	EEEMANI NAVA KUMAR	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	CH RAVI	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	GOSU SAI KRISHNA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	MIDDE JAHNAVI	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467401

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2022	NAMBURI ABHIRAM	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467402
2022	KOLLI NAGA SARIKA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	KOTAPATI SRAVANI	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	MANGALAPUDI AKHILA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	MUDAVATH KRISHNA PRASAD NAIK	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	NALLURU AKSHAY KUMAR	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	SWARNA SHARON RONI	B TECH IN AGRICALTURAL ENGINEERING	2021-22	M.I.T.R.A AGRO EQUIPMENTS PRIVATE LIMITED	467400
2022	DURGASI RAJESWARI	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	GUNADALA HARIKA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	KINNERA RAJENDRA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000

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2022	MALAMANTI NISSI ANGEL	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	MATURI VINOD	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	N SAI CHANDRAHAS	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	NANDIGAM RATNA KARTHEEK	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	NUNNA PHANI KUMAR	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	SAGARLA RAJA RAVI KISHORE	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	SESHAM ROHITH	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	VASAMSETTI SIVA DHARANI	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	KASUMURI NAVEENA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000
2022	BATHINA NAVEEN	B TECH IN AGRICALTURAL ENGINEERING	2021-22	PLACECRAFT CONSULTANCY SERVICES, Ph no: 9841474171	324000

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2022	DADDOLU BHANU PRAKASH	B TECH IN CIVIL ENGINEERING	2021-22	GENIUS CONSULTANTS Ltd, PH NO: 044- 26448811 / 7186	156000
2022	GOLAMARI LAKSHMI REDDY	B TECH IN CIVIL ENGINEERING	2021-22	GENIUS CONSULTANTS Ltd, PH NO: 044- 26448811 / 7186	156000
2022	GORRUMUCHU ANIL	B TECH IN CIVIL ENGINEERING	2021-22	GENIUS CONSULTANTS Ltd, PH NO: 044- 26448811 / 7186	156000
2022	KOTHAPALLI AJAY KUMAR	B TECH IN CIVIL ENGINEERING	2021-22	GENIUS CONSULTANTS Ltd, PH NO: 044- 26448811 / 7186	156000
2022	MADASU PAVAN SUBHASH	B TECH IN CIVIL ENGINEERING	2021-22	GENIUS CONSULTANTS Ltd, PH NO: 044- 26448811 / 7186	156000
2022	MURIKIPUDI CHAITHANYAVENKATAPAVANKUMAR	B TECH IN CIVIL ENGINEERING	2021-22	GENIUS CONSULTANTS Ltd, PH NO: 044- 26448811 / 7186	156000
2022	PERUGU LAKSHMI DEVI	B TECH IN CIVIL ENGINEERING	2021-22	GENIUS CONSULTANTS Ltd, PH NO: 044- 26448811 / 7186	156000
2022	VALLURU CHARAN PRAKASH	B TECH IN CIVIL ENGINEERING	2021-22	GENIUS CONSULTANTS Ltd, PH NO: 044- 26448811 / 7186	156000
2022	KOMIRI NAVYA SRI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	INFOLOB, 2nd floor,lakshmi ark, plot no 1217/A, road no.36, jubli hills, hyderabad	300000
2022	NAGARAPU ASWINI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	ATOS	340000

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2022	KODALI VASANTHA RANI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	ATOS	340000
2022	DEVARAPALLI AKHIL	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000
2022	PINGULA NEERAJA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000
2022	NIDIKONDA PRAVALLIKA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0055	350000
2022	PINNIBOINA NAGA GOPI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000
2022	TADIGADAPA KAMALA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000
2022	KOTNANI NAGA SOUBHAYYA LAKSHMI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000
2022	PINGULA NEERAJA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000
2022	NAGARAPU ASWINI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000
2022	CHILUKURI MADHURI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000

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2022	ARUMULLA SUMA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	WIPRO, TEL NO: +91 (80) 2844 0054	350000
2022	ARUMULLA SUMA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	HEXAWARE TECHNOLOGIES, TEL NO:+91 22 6791 9595	400000
2022	SWEETY GELLA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	HEXAWARE TECHNOLOGIES, TEL NO:+91 22 6791 9595	400000
2022	MOHAMMED ISHTIYAK	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	HEXAWARE TECHNOLOGIES, TEL NO:+91 22 6791 9595	400000
2022	MUKIRI PRAKASH BABU	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	180000
2022	MANNE SAI PRASANNA KUMAR	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	AVUTAPALLI MANOJ	B TECH IN CIVIL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	MANUKONDA KINNERA	B TECH IN CIVIL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	MULAGALAPALLI BALAYOGI	B TECH IN CIVIL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	MOORABOINA SAMBASIVA	B TECH IN CIVIL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000

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2022	EDA PAVITHRA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	MARRIVADA HARITHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	PODELI BHAVISHYA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	TADI BLESSI	B TECH IN CIVIL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	BANKA NARASIMHA RAO	B TECH IN MECHANICAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	BARLAPUDI PRAVEEN	B TECH IN MECHANICAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	GEDDAM PRATAP	B TECH IN MECHANICAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	DEVARAKONDA SAI NAGESH	B TECH IN MECHANICAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	DHARAVATHU PAVAN NAYAK	B TECH IN MECHANICAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	BHUKYA ASWINI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000

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2022	BONGULURI SIRI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	CHEEPI MURALI KRISHNA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	DARAVATHU LEELA KUMAR	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	GUTTI YASWANTH	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	INDUPALLI MANEESHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	KOTA ANUSHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	VAJRALA NAGA SAI DURGA RAMYA SRI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	KODAPAKA SIREESHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	NALLALA SAI MANASA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	SEELAM DURGA PRASAD	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000

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2022	ALURI GLORY	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	ANDE ANUSHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	BOTCHA SURESH	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	CHITTIMADHA SYAMALA DEVI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	CHUNDURI MANISHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	GADE RACHANA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	GADE RAMYA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	KAMMILY RAJITHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	KANCHARLA VANDANAM BABU	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	MATTA BHAVYA SRI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000

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2022	MOVVA YASWANTH	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	SATTENAPALLI CHANDRA SEKHAR	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	SEELAM VASANTHI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	ULASA THARUN	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	VEENAM DEEPTHI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	YADAVALLI SAI YASWANTH	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	PAKALAPATI PREETHI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	CHIMATA SAI BHUVANA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	CHATTUMALA SRESHTA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	PINGULA CHANDU PRASANNA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000

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2022	PUSAM VIJAYABABU	B TECH IN AGRICALTURAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	ALANKA KALYAN SEKHAR	B TECH IN AGRICALTURAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	PALLE TEJA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	DARAVATHU LEELA KUMAR	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	JUVVANAPUDI VIJAYA LAKSHMI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	DEVARAKONDA AJAYKUMAR	B TECH IN MECHANICAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	CHELLI SHELSHIYA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	RK INFO SYSTEMS, PH NO:6301302833	216000
2022	BADIGINCHALA VASUDEVA	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	ADI KAMAL RAJU	B TECH IN CIVIL ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	BANAVATHU BALU	B TECH IN CIVIL ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000

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2022	BADUGU VENKATESWARA RAO	B TECH IN MECHANICAL ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263100	400000
2022	THOTA SAI NAGENDRA	B TECH IN MECHANICAL ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	JUVVANAPUDI VIJAYA LAKSHMI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	DOWLURI KUSUMAKUMARI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	GALI SRINIVAS	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	JOGI SIDDHESWARI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	MOHAMMED SAMI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	NALLAMOTHU SIRISHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	POKALA VENKATA SOWMYA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	POTTAPINZARA HARITHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000

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2022	PRATHIPATI NAVANEETHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	SHAIK RAHUL BABU	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	THAMMINENI SUDHAKARREDDY	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	THOTAKURA TEJA SRI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	VALLABHAPURAM SUNEELA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	VALLAPUNENI MAHESWARI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	VISWANADHAPALLI LALITH PRAVEEN	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	DONEPUDI SIRISHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	GODAVARTHI YESWANTH SAI SURYA PAVAN VARMA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	PAJJURU REVATHI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000

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2022	ATLA VENKATA NAGA TEJA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	AKULA HEMANTH	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	BOMMINA RAKESH	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	DERANGULA ANKARAJU	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	EDARA PAVANI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	GURINDAPALLI DEEPIKA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	JAJULA.ANIMI REDDY	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	KADIYAM POSI PUJITHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	PERAMATHURI VENKATA TEJA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	POLICHERALA KIRANMAI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000

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2022	PRATHIPATI MOUNIKA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	PUVVADA Y Y V S L SUPRAJA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	SHODA HARSHITHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	SUPRIYA ARRAMANDLA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	TAMMA HEMANTH TIRUMALA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	TIRUPATHI ANUSHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	VADDESWARAPU JYOTHSNA RANI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	VADDI SAI GEETHIKA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	VAJRALA.HARSHINI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	YELETI ONESIMU	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000

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2022	GAMPALA NAGA SIRISHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	VANAPALLI BHARGAVI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	IOPEX TECHNOLOGIES, ph no: +91 44 46263099	400000
2022	KOLA RAMA RAO	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	YUKTHI, #39-10-21, 3rd floor, above suraksha pharmacy, labbipet, vijayawada-10	204000
2022	DERANGULA VIJAYA RAGHAVA	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	CHANDARLAPATI BABA	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	BANAVATHU SAI KUMAR	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	DHALIE DINESH	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	GUVVALA SIVA LAKSHMAN REDDY	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	PONNADA SHIRISHA	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	TANGIRALA RAMBABU	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000

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2022	TELIKAPALLI TIRUPATHI RAO	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	POTHUREDDIPALLI VIJAY TAGORE	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	RACHURI VENKATA GOPI	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	SHAIK NAVEEN BHASHA	B TECH IN CIVIL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	ANAGANI SAI TEJA	B TECH IN MECHANICAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	AYYALA SAI SWAROOP	B TECH IN MECHANICAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	SUVARNA RATNA KUMARI CHALLA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	THAMMINENI SUDHAKARREDDY	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	YADAVALLI SAI YASWANTH	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	GOLLU ANJANEYAKUMAR	B TECH IN MECHANICAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000

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2022	MADAKAM SHIREESHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	NIDIKONDA PRAVALLIKA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	PATHURI SUPRIYA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	PEMMIRAJU PRUDHVI RAJU	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	RAAVI SWATHI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	RAGIPINDI MADHAVI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	SANDIPAM SNEHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	THUMMALA SNEHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	YELETI PARVATHI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	GADDAM KALYANREDDY	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000

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2022	SADAM NAGACHANDU	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	BATHULA APARNA SRI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	BHATTU HARI KIRAN	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	BHUKYA KRISHNA VENI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	BODDAPATI SRAVANTHI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	BOGASUNDRAM SAI SRIJA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	CHERUKU SARITHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	KANDAVALLI MIRIYAM	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	KOMMANA SWARNA LATHA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	MOCHARLA RAMYA SRI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000

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2022	MOGILIGIDDE RAM PRASAD	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	MUNGAMURUGU RUKMINI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	PANDIRIPALLI HARISH KUMAR	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	PEETLA SRAVYA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	PERAM HARI DEEPIKA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	VEERAMALLA RATNA KUMARI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	YADLA VIJAYA LAKSHMI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	ARAVETI HARIKA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	AVIDI SATYA PHANEENDRA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	CHELLI SHELSHIYA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000

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2022	DEVARAPALLI VAMSI	B TECH IN AGRICALTURAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	DHARAVATHU NANDINI	B TECH IN AGRICALTURAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	RAJULAPATI ESA NIKITA	B TECH IN AGRICALTURAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	GADDAM KUMARI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	JUVVANAPUDI VIJAYA LAKSHMI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	PUSAM VIJAYABABU	B TECH IN AGRICALTURAL ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	BADIGINCHALA VASUDEVA	B TECH IN ELECTRICAL & ELECTRONICS ENGINEERING	2021-22	SAVANTIS, PH NO: 9550260066	222000
2022	PALLE TEJA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	DU IT SOFT TECH	225000
2022	GADIDESI RIKSHIKA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	DU IT SOFT TECH	225000
2022	TIRUMANI SANTHI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	DU IT SOFT TECH	225000

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2022	GADDAM KUMARI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	EASY TO LERN, ph no: 8247815671	250000
2022	VASAM NANDINI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	EASY TO LERN, ph no: 8247815671	250000
2022	VALLAPUNENI MAHESWARI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	EASY TO LERN, ph no: 8247815671	250000
2022	NADAKUDITI HAREESH	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	EASY TO LERN, ph no: 8247815671	250000
2022	KANCHARLA SWETHA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	ATOS	340000
2022	KODALI VASANTHA RANI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	ATOS	340000
2022	SUVARNA RATNA KUMARI CHALLA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	ATOS	340000
2022	SINGAMSETTI RAMYA	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	FACE PREP	306000
2022	NAGARAPU ASWINI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	INFOSYS, ph no: 91 80 2852 0261	300000
2022	GANTA KRISHNA VAMSI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	INFOSYS, ph no: 91 80 2852 0261	300000

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2022	ARUMULLA SUMA	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	CAPGEMINI, 164-165, EPIP phase II, EPIP industrial area, white field, bengaluru 560066	400000
2022	MERUGU ANURUDH	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	CAPGEMINI, 164-165, EPIP phase II, EPIP industrial area, white field, bengaluru 560066	400000
2022	JUVVANAPUDI VIJAYA LAKSHMI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	CAPGEMINI, 164-165, EPIP phase II, EPIP industrial area, white field, bengaluru 560066	400000
2022	JOGI SIDDHESWARI	B TECH IN ELECTRONICS & COMMUNICATION ENGINEERING	2021-22	CAPGEMINI, 164-165, EPIP phase II, EPIP industrial area, white field, bengaluru 560066	400000
2022	PINNIBOINA NAGA GOPI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	CAPGEMINI, 164-165, EPIP phase II, EPIP industrial area, white field, bengaluru 560066	400000
2022	KOTNANI NAGA SOWBHAGYA LAKSHMI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	TCS	336877
2022	KOTNANI NAGA SOUBHAYYA LAKSHMI	B TECH IN COMPUTER SCIENCE ENGINEERING	2021-22	TCS	336877
2022	CH. VIJAY	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	SURATHU DIVYA SAI	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	B. LAKSHMI PRASANNA	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000

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2022	D.HARSHA	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	J. RAJA SRI	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	K. CHANDRA KANTH	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	K. CHENNAKESHAVULU	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	K. SAI VINEETH	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	L. KISHORE	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	M. SOWJANYA	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	P.SUDHEER BABU	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	R. BHAGYAVALLI	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	S. BHARATHI	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000

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2022	V. POOJA	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA Pvt LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	Z. SINDHU PRIYA	BACHELOR OF PHARMACY	2021-22	ZANEY PHARMA PVT LTD, #4-7-18/1/A/7, first loor, raghavendra nagar, nacharam, hyderabad-500076	220000
2022	G.SAI RAJENDRA	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	A. YASWANTH	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	B. DURGA MALLESH	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	B.GOPI CHANDANA	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	D.DIVYA	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	K. ANUSHA	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	K.SAHANA	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	MAMATHA SAI	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000

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2022	K. PRAMEELA RANI	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	R. JAGADHEESH	BACHELOR OF PHARMACY	2021-22	EPI SOURCE, TEL NO: +91 44 4910 1516	240000
2022	D.MADHAVI	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	J.NAGESWERAMMA	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	K. NIHARIKA	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	K. KEERTHI	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	M. DINESH KUMAR	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	N. NAVA KANTH	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	P.V.NELLA NIKITHA	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	V. SAHITHI	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000

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2022	S. TEJA SRI	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	V. DIVYA SRI	BACHELOR OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	MURRAI VIJAY	MASTER OF TECHNOLOGY	2021-22	KCP SUGAR & INDUSTRIES CORPORATION LTD, ph no: 08676 232001/02	475000
2022	S GOPI SURESH	MASTER OF TECHNOLOGY	2021-22	KCP SUGAR & INDUSTRIES CORPORATION LTD, ph no: 08676 232001/02	475000
2022	KOMARAVALLI CHANDRALEKHA	MASTER OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	SURI ANANDARAJU	MASTER OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	KADAVA POOJA PRIYA	MASTER OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	KALAPALA NAVEEN BABU	MASTER OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	MUTHU JAIPAL	MASTER OF PHARMACY	2021-22	SMS PHARMACEUTICALS LTD, tel no: +91 40 25259999	300000
2022	KONDARAJU VENKATA SIVA PRASAD RAJU	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000

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2022	MEESALA SIVA DURGA RAO	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	NANDIWADA JAYA RAMANI	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	PYDISETTI VENKATESWARA RAO	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	SHAIK AATHIQ	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	VELLANKI SOBHAN BABU	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	VADLA RAMA CHANDRA REDDY	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	SHAIK JANI	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	BOPPANA TANMAYI	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	SHAIK AMEERUDDIN	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	KONDA VENKATESH	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000

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2022	YALAPATI PRATHAP	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	CHENNAMSETTY TEJA	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	JONIBONI SYAM SUNDER	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	KASARANENI SURESH	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	KOTRA PAVANKUMAR	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	GADDAM MADHURI	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	PAGADALA PRIYANKA	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	BOLLEBOINA PAVAN KALYAN	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	PETALA VENKATA RAJU KUMAR	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000
2022	APARNA VISWANATHAN	MASTER OF BUSINESS ADMINISTRATION	2021-22	ARTIFINT, tel no: +91 40 4002 5000	132000

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2022	USTALA MEGHANA PRIYA	MASTER OF BUSINESS ADMINISTRATION	2021-22	FIRST SOURCE	197772
2022	VEMPATI V HANUMA PURNA SASANK	MASTER OF BUSINESS ADMINISTRATION	2021-22	FIRST SOURCE	197772
2022	KOTA AMRE KAPIL	MASTER OF BUSINESS ADMINISTRATION	2021-22	FIRST SOURCE	197772
2022	ADDANKI NAGA SWATHI	MASTER OF BUSINESS ADMINISTRATION	2021-22	FIRST SOURCE	197772
2022	MUVVALA RAJA	MASTER OF BUSINESS ADMINISTRATION	2021-22	FIRST SOURCE	197772

Year	Name of student who enrolled for higher education	Program graduated from	Year of graduation	Name of institution joined	Name of program admitted to
2022	AKASH SUNDAR KUMAR MANDA	BACHELOR OF PHARMACY	2021-22	VIKAS GROUP OF INSTITUTIONS	MASTER OF PHARMACY IN PHARMACEUTICS
2022	KOLAKALURI KEERTHI	BACHELOR OF PHARMACY	2021-22	VIKAS GROUP OF INSTITUTIONS	MASTER OF PHARMACY IN PHARMACY
2022	BAYYANA SIVESH	BACHELOR OF TECHNOLOGY IN CIVIL ENGINEERING	2021-22	VIKAS COLLEGE OF ENGINEERING & TECHNOLOGY	MASTER OF TECHNOLOGY IN STRUCTURAL

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SL AP

SL AP Private Limited
Plot No.6-B, Industrial Park | KIA Ancillary Unit, Site-B
Bangalore-Hyderabad Highway | Gudipalli Village |
Ananthapur – 5 15 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **SK FAROOQ**

With reference to your application and the interviewyou had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later then **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring alongthe following:

1. Original & Copy of educational certificates
2. Copy of Resume (1copy)
3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Cerificate

We welcome you and are delighted that you have chosen to be part of SL family .We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

SL AP PRIVATE LIMITED

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Ananthapur – 515 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **V SANDEEP REDDY**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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2. Copy of Resume (1copy)
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We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

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Ananthapur - 515 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **A MANOJ KUMAR**

With reference to your application and the interviewyou had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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4. ID proof (Aadhaar and PAN card Xerox)
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For **SL AP PRIVATE LIMITED**

Senior Manager - HR

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Ananthapur - 5 1 5 122 I Andhra Pradesh I INDIA

LETTER OF OFFER

Dear **G HARSHIN BABU**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
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We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

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Ananthapur – 5 1 5 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **J VENKATESWARAMMA**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For SL AP PRIVATE LIMITED

Senior Manager - HR

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Ananthapur - 5 1 5 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **K POOJITHA**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Carteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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2. Copy of Resume (1copy)
3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

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Ananthapur - 5 1 5 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **M KRANTH**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

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3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

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For **SL AP PRIVATE LIMITED**

Senior Manager - HR

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SL AP Private Limited
Plot No.6-B, Industrial Park | KIA Ancillary Unit, Site-B
Bangalore-Hyderabad Highway | Gudipalli Village |
Ananthapur – 515 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **P MANOJKUMAR**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

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2. Attendance Allowance
3. Statutory if applicable as per law

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For **SL AP PRIVATE LIMITED**

Senior Manager - HR

SL AP PRIVATE LIMITED

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

SL AP

SL AP Private Limited
Plot No.6-B, Industrial Park | KIA Ancillary Unit, Site-B
Bangalore-Hyderabad Highway | Gudipalli Village |
Ananthapur - 5 1 5 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **S NAGA VAMSI KUMAR**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

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Senior Manager - HR

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LETTER OF OFFER

Dear **T KALYAN**

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Senior Manager - HR

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LETTER OF OFFER

Dear **G UPENDRA**

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Senior Manager - HR

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LETTER OF OFFER

Dear **K GURUKRISHNA**

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LETTER OF OFFER

Dear **S VENKATA SAI**

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Senior Manager - HR

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LETTER OF OFFER

Dear **B AKHIL**

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LETTER OF OFFER

Dear **A LAKSHMI BALAJI**

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LETTER OF OFFER

Dear **CH SUDHAKAR**

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LETTER OF OFFER

Dear **D PRASAD**

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Senior Manager - HR

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LETTER OF OFFER

Dear **K PRABHU KUMAR**

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Senior Manager - HR

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Plot No.6-B, Industrial Park I KIA Ancillary Unit, Site-B
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Ananthapur – 5 15 122 I Andhra Pradesh I INDIA

LETTER OF OFFER

Dear **K VENKATA MURALI KRISHNA**

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Plot No.6-B, Industrial Park | KIA Ancillary Unit, Site-B
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LETTER OF OFFER

Dear **L DEVENDRA KUMAR**

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Senior Manager – HR

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Ananthapur - 5 1 5 122 I Andhra Pradesh I INDIA

LETTER OF OFFER

Dear **M RAKESH**

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Senior Manager - HR

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LETTER OF OFFER

Dear M VENU

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LETTER OF OFFER

Dear **P RAJASEKHARA GOWDU**

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LETTER OF OFFER

Dear **P SAI RAM**

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LETTER OF OFFER

Dear **P SURENDRA KUMAR**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring along the following:

1. Original & Copy of educational certificates
2. Copy of Resume (1copy)
3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

SL AP PRIVATE LIMITED SL AP

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

SL AP

SL AP Private Limited
Plot No.6-B, Industrial Park I KIA Ancillary Unit, Site-B
Bangalore-Hyderabad Highway I Gudipalli Village I
Ananthapur – 5 1 5 122 I Andhra Pradesh I INDIA

LETTER OF OFFER

Dear **P VEERA NAGA RAJU**

With reference to your application and the interviewyou had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring alongthe following:

1. Original & Copy of educational certificates
2. Copy of Resume (1copy)
3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

SL AP PRIVATE LIMITED SL AP

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

SL AP

SL AP Private Limited
Plot No.6-B, Industrial Park | KIA Ancillary Unit, Site-B
Bangalore-Hyderabad Highway | Gudipalli Village |
Ananthapur - 5 15 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **P REVANTH**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring along the following:

1. Original & Copy of educational certificates
2. Copy of Resume (1copy)
3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For SL AP PRIVATE LIMITED

Senior Manager - HR

SL AP PRIVATE LIMITED SL AP

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

SL AP

SL AP Private Limited
Plot No.6-B, Industrial Park | KIA Ancillary Unit, Site-B
Bangalore-Hyderabad Highway | Gudipalli Village |
Ananthapur - 5 1 5 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **T SUDRASHANA REDDY**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring along the following:

1. Original & Copy of educational certificates
2. Copy of Resume (1copy)
3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

SL AP PRIVATE LIMITED

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

SL AP

SL AP Private Limited
Plot No.6-B, Industrial Park | KIA Ancillary Unit, Site-B
Bangalore-Hyderabad Highway | Gudipalli Village |
Ananthapur - 5 1 5 122 | Andhra Pradesh | INDIA

LETTER OF OFFER

Dear **T MALLIKARJUNA REDDY**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 , Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring along the following:

1. Original & Copy of educational certificates
2. Copy of Resume (1copy)
3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

SL AP PRIVATE LIMITED SL AP

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

SL AP

SL AP Private Limited
Plot No.6-B, Industrial Park I KIA Ancillary Unit, Site-B
Bangalore-Hyderabad Highway I Gudipalli Village I
Ananthapur – 5 1 5 122 I Andhra Pradesh I INDIA

LETTER OF OFFER

Dear **V ANAND SAI**

With reference to your application and the interview you had with us, we are pleased to offer you **Company Trainee** and your Stipend will **Rs.13,500** per month.

Other Benefits are

1. Subsidiary Canteen & Transport
2. Attendance Allowance
3. Statutory if applicable as per law

We would expect you to join as early as possible as but not later than **05-10-2021** at **SLAP Private Limited, Plot No.6-B, Industrial Park KIA Ancillary Unit, Site-B, Bangalore-Hyderabad Highway Gudipalli Village, Ananthapur – 515122 . Andhra Pradesh** beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

On the date of your joining, you may please bring along the following:

1. Original & Copy of educational certificates
2. Copy of Resume (1copy)
3. Passport size photo (4 nos) & 2 stamp size
4. ID proof (Aadhaar and PAN card Xerox)
5. Medical Fitness Certificate

We welcome you and are delighted that you have chosen to be part of SL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For **SL AP PRIVATE LIMITED**

Senior Manager - HR

SL AP PRIVATE LIMITED

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Date: 03 DEC 2021

Dear **K MARTIN JOHN PAUL**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DM BOH** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Nellore, Andhra Pradesh**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 06 May, 2019.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. **Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. **Retirals: Rs. 25,680/- (Rupees Twenty Five Thousand Six Hundred Eighty Only) per annum.**

This includes:
- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance
RETAIL

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited

Ankur Shukla

Authorized Signatory

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____ **DATE:** _____

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Annexure 1A			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
	A. Fixed Pay		
1	Basic Pay	9,838	1,18,058
	Choice Pay		
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	1,968	23,612
7	Residual Choice Pay	4,052	48,622
	Housing		
8	House Rent Allowance	4,919	59,029
	Retirals		
9	PF - Employer Contribution	1,667	20,002
10	Gratuity (4.81% of Basic)	473	5,679
	Total Fixed Pay [A]	22,917	2,75,000
	Total Other Payments [B]		
	Total CTC (A)		2,75,000

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.
(**) For Insurance Premium debits, please refer Annexure 1B

	Insurance (Pay Slip Debit As Per Grade)	Monthly	Annual
	GPA Insurance Premium	14	165
	Group Term Life Insurance Premium	73	877
	Medical Insurance Premium	1,512	18,144

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Date: 03 DEC 2021

Dear **B SRIKANTH**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DM BOH** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Nellore, Andhra Pradesh**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 06 May, 2019.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. **Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. **Retirals: Rs. 25,680/- (Rupees Twenty Five Thousand Six Hundred Eighty Only) per annum.**

This includes:
- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited

Ankur Shukla

Authorized Signatory

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____ **DATE:** _____

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Annexure 1A			
EARNINGS			
	CTC Components	Proposed CTC (Rs.)	
		Monthly	Annual
	A. Fixed Pay		
1	Basic Pay	9,838	1,18,058
	Choice Pay		
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	1,968	23,612
7	Residual Choice Pay	4,052	48,622
	Housing		
8	House Rent Allowance	4,919	59,029
	Retirals		
9	PF - Employer Contribution	1,667	20,002
10	Gratuity (4.81% of Basic)	473	5,679
	Total Fixed Pay [A]	22,917	2,75,000
	Total Other Payments [B]		
	Total CTC (A)		2,75,000

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.
(**) For Insurance Premium debits, please refer Annexure 1B

	Insurance (Pay Slip Debit As Per Grade)	Monthly	Annual
	GPA Insurance Premium	14	165
	Group Term Life Insurance Premium	73	877
	Medical Insurance Premium	1,512	18,144

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Date: 03 DEC 2021

Dear **ANNABATHULA NARENDRA PRASAD**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DM BOH** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Nellore, Andhra Pradesh.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 06 May, 2019.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. **Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. **Retirals: Rs. 25,680/- (Rupees Twenty Five Thousand Six Hundred Eighty Only) per annum.**

This includes:
- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance
RETAIL

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited

Ankur Shukla

Authorized Signatory

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____ **DATE:** _____

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Annexure 1A			
EARNINGS			
	CTC Components	Proposed CTC (Rs.)	
		Monthly	Annual
	A. Fixed Pay		
1	Basic Pay	9,838	1,18,058
	Choice Pay		
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	1,968	23,612
7	Residual Choice Pay	4,052	48,622
	Housing		
8	House Rent Allowance	4,919	59,029
	Retirals		
9	PF - Employer Contribution	1,667	20,002
10	Gratuity (4.81% of Basic)	473	5,679
	Total Fixed Pay [A]	22,917	2,75,000
	Total Other Payments [B]		
	Total CTC (A)		2,75,000

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.
(**) For Insurance Premium debits, please refer Annexure 1B

	Insurance (Pay Slip Debit As Per Grade)	Monthly	Annual
	GPA Insurance Premium	14	165
	Group Term Life Insurance Premium	73	877
	Medical Insurance Premium	1,512	18,144

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Date: 03 DEC 2021

Dear **G RAKESH KUMAR REDDY**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DM BOH** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Nellore, Andhra Pradesh.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 06 May, 2019.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. **Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. **Retirals: Rs. 25,680/- (Rupees Twenty Five Thousand Six Hundred Eighty Only) per annum.**

This includes:
- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIO
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance
RETAIL

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Ankur Shukla

Authorized Signatory

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____ **DATE:** _____

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Annexure 1A			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
	A. Fixed Pay		
1	Basic Pay	9,838	1,18,058
	Choice Pay		
2	Conveyance	**Refer to Annexure 1B**	
3	Fuel & Maintenance	**Refer to Annexure 1B**	
4	Leave Travel Allowance	**Refer to Annexure 1B**	
5	Medical Reimbursement	**Refer to Annexure 1B**	
6	Bonus*	1,968	23,612
7	Residual Choice Pay	4,052	48,622
	Housing		
8	House Rent Allowance	4,919	59,029
	Retirals		
9	PF - Employer Contribution	1,667	20,002
10	Gratuity (4.81% of Basic)	473	5,679
	Total Fixed Pay [A]	22,917	2,75,000
	Total Other Payments [B]		
	Total CTC (A)		2,75,000

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.
(**) For Insurance Premium debits, please refer Annexure 1B

	Insurance (Pay Slip Debit As Per Grade)	Monthly	Annual
	GPA Insurance Premium	14	165
	Group Term Life Insurance Premium	73	877
	Medical Insurance Premium	1,512	18,144

PRINCIPAL/DIRECTOR
VIKAS GR[illegible] INSTITUTIONS
NU[illegible] - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Date: 03 DEC 2021

Dear **T SURENDRA KUMAR**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DM BOH** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Nellore, Andhra Pradesh.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 06 May, 2019.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. **Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. **Retirals: Rs. 25,680/- (Rupees Twenty Five Thousand Six Hundred Eighty Only) per annum.**

This includes:
- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Ankur Shukla

Authorized Signatory

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____ **DATE:** _____

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Reliance RETAIL

Annexure 1A			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
	A. Fixed Pay		
1	Basic Pay	9,838	1,18,058
	Choice Pay		
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	1,968	23,612
7	Residual Choice Pay	4,052	48,622
	Housing		
8	House Rent Allowance	4,919	59,029
	Retirals		
9	PF - Employer Contribution	1,667	20,002
10	Gratuity (4.81% of Basic)	473	5,679
	Total Fixed Pay [A]	22,917	2,75,000
	Total Other Payments [B]		
	Total CTC (A)		2,75,000

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.
(**) For Insurance Premium debits, please refer Annexure 1B

	Insurance (Pay Slip Debit As Per Grade)	Monthly	Annual
	GPA Insurance Premium	14	165
	Group Term Life Insurance Premium	73	877
	Medical Insurance Premium	1,512	18,144

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

D&C
ESTIMATE

06 JAN 2022

Dear **A ROJA VENKATA LAKSHMI**,

LETTER OF OFFER

On behalf of D&C Estimate Pvt Ltd (**Company**), we are pleased to offer you, employment on the terms and conditions set out in this letter (**Contract**).

In accepting this offer, you agree that your employment with the Company will be governed by the terms contained in this letter (**Contract**).

1. COMMENCEMENT DATE

This contract takes effective from 07 March 2022 asset out in Schedule A and supersedes and replaces all other contracts or agreements.

2. POSITION

You will be employed to perform the position of Graduate Estimator as set out at Schedule A (**Position**).

3. DUTIES

You are required to perform the duties set out in the Position Description at Schedule B and such other duties that may reasonably be assigned to you from time to time. You agree to:

(a) Perform your duties faithfully, diligently and in the interests of the Company;

(b) Devote such of your time, attention and skill as required for the proper performance of the Duties;

(c) Comply with all reasonable and lawful directions issued to you by the Company and applicable legislative and regulatory standards;

(d) Comply with the Company's policies and procedures (though the policies and procedures will not be incorporated as a term of this Contract).You understand that failure to do So may result in disciplinary action, up to and including summary termination of employment.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

You must not misuse the property or services of D&C Estimate or any related body corporate of D&C Estimate (Related Entity) or allow such misuse by other persons. As soon aspracticable upon becoming aware, you must inform D&C Estimate of any act of dishonesty pertaining to the business, property or transactions of D&C Estimate or of any Related Entity on the part of any person.

During your employment, you must not undertake other employment or engagement without the prior written approval of D&C Estimate.

You are required to comply with the work place policies, procedures and rules of D&C Estimate as implemented and as amended from time to time (Policies). However, the Policies are not incorporated into this Agreement and do not form part of the terms and conditions of your employment. A failure to comply with the Policies may lead to disciplinary action, up to and including termination of employment.

4. ENTIRE AGREEMENT

This Agreement (including the Schedule) embodies the entire agreement between you and D&C Estimate regarding the terms and conditions of your employment and supersedes all previous agreements, understandings, and negotiations in any form. Any legislation, industrial award, order, or registered agreement that applies to your employment will not form part of this Agreement.

5. CONTINUATION OF TERMS

This Agreement will terminate on termination of your employment, but this clause and clauses 20 (confidentiality), 21(intellectual property), and 22 (restraint), (including the corresponding items in the Schedule) will survive and remain in full force and effect and binding on you.

6. GOVERNING LAW AND JURISDICTION

This Agreement is governed by the laws in force in the State in which you predominantly work. Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the relevant State and any courts having jurisdiction to hear appeals from those courts.

7. ACCEPTANCE

Please confirm your acceptance of this Contract by initialing each page, signing and dating this letter in the space provided below and returning to chander@dandcestimating.com.au

If you have any questions or concerns about this Contractor in relation to your employment generally please speak with **Chander Nijhawan.**

Yours sincerely,
D&C Estimate Pv t Ltd

ChanderNijhawan
Director

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

SCHEDULE A

Details of Employment

Commencement Date	This contract with D&C Estimating Pty Ltd takes effect from 7" March 2022 and supersedes and replaces all other agreements and contracts.
Position	Graduate Estimator
Reports to	Directors
Primary Work Location	Work from home
Ordinary Hours of Work	Full Time An average of 40 hours per week between the span of hours of 8:00am – 5:00pm (IST), Monday to Friday and Saturdays as required. You may be required to work reasonable additional hours in excess of your Ordinary working hours to fulfill your duties or as the Company may reasonably require.
Remuneration	INR15,000 gross per month, all inclusive.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

D&C
ESTIMATE

06 JAN 2022

Dear **K MANASA,**

LETTER OF OFFER

On behalf of D&C Estimate Pvt Ltd (**Company**), we are pleased to offer you, employment on the terms and conditions set out in this letter (**Contract**).

In accepting this offer, you agree that your employment with the Company will be governed by the terms contained in this letter (**Contract**).

1. COMMENCEMENT DATE

This contract takes effective from 07 March 2022 asset out in Schedule A and supersedes and replaces all other contracts or agreements.

2. POSITION

You will be employed to perform the position of Graduate Estimator as set out at Schedule A (**Position**).

3. DUTIES

You are required to perform the duties set out in the Position Description at Schedule B and such other duties that may reasonably be assigned to you from time to time. You agree to:

(a) Perform your duties faithfully, diligently and in the interests of the Company;
(b) Devote such of your time, attention and skill as required for the proper performance of the Duties;
(c) Comply with all reasonable and lawful directions issued to you by the Company and applicable legislative and regulatory standards;
(d) Comply with the Company's policies and procedures (though the policies and procedures will not be incorporated as a term of this Contract).You understand that failure to do So may result in disciplinary action, up to and including summary termination of employment.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

D&C
ESTIMATE

06 JAN 2022

Dear **Y NARESH,**

LETTER OF OFFER

On behalf of D&C Estimate Pvt Ltd (**Company**), we are pleased to offer you, employment on the terms and conditions set out in this letter (**Contract**).

In accepting this offer, you agree that your employment with the Company will be governed by the terms contained in this letter (**Contract**).

1. COMMENCEMENT DATE

This contract takes effective from 07 March 2022 asset out in Schedule A and supersedes and replaces all other contracts or agreements.

2. POSITION

You will be employed to perform the position of Graduate Estimator as set out at Schedule A (**Position**).

3. DUTIES

You are required to perform the duties set out in the Position Description at Schedule B and such other duties that may reasonably be assigned to you from time to time. You agree to:

(a) Perform your duties faithfully, diligently and in the interests of the Company;

(b) Devote such of your time, attention and skill as required for the proper performance of the Duties;

(c) Comply with all reasonable and lawful directions issued to you by the Company and applicable legislative and regulatory standards;

(d) Comply with the Company's policies and procedures (though the policies and procedures will not be incorporated as a term of this Contract). You understand that failure to do So may result in disciplinary action, up to and including summary termination of employment.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

D&C
ESTIMATE

06 JAN 2022

Dear **N UDAY KUMAR NAIK,**

LETTER OF OFFER

On behalf of D&C Estimate Pvt Ltd (**Company**), we are pleased to offer you, employment on the terms and conditions set out in this letter (**Contract**).

In accepting this offer, you agree that your employment with the Company will be governed by the terms contained in this letter (**Contract**),

1. COMMENCEMENT DATE

This contract takes effective from 07 March 2022 asset out in Schedule A and supersedes and replaces all other contracts or agreements.

2. POSITION

You will be employed to perform the position of Graduate Estimator as set out at Schedule A (**Position**).

3. DUTIES

You are required to perform the duties set out in the Position Description at Schedule B and such other duties that may reasonably be assigned to you from time to time. You agree to:

(a) Perform your duties faithfully, diligently and in the interests of the Company;

(b) Devote such of your time, attention and skill as required for the proper performance of the Duties;

(c) Comply with all reasonable and lawful directions issued to you by the Company and applicable legislative and regulatory standards;

(d) Comply with the Company's policies and procedures (though the policies and procedures will not be incorporated as a term of this Contract).You understand that failure to do So may result in disciplinary action, up to and including summary termination of employment.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

D&C
ESTIMATE

06 JAN 2022

Dear **T PAVAN SAI,**

LETTER OF OFFER

On behalf of D&C Estimate Pvt Ltd (**Company**), we are pleased to offer you, employment on the terms and conditions set out in this letter (**Contract**).

In accepting this offer, you agree that your employment with the Company will be governed by the terms contained in this letter (**Contract**),

1. COMMENCEMENT DATE

This contract takes effective from 07 March 2022 asset out in Schedule A and supersedes and replaces all other contracts or agreements.

2. POSITION

You will be employed to perform the position of Graduate Estimator as set out at Schedule A (**Position**).

3. DUTIES

You are required to perform the duties set out in the Position Description at Schedule B and such other duties that may reasonably be assigned to you from time to time. You agree to:

(a) Perform your duties faithfully, diligently and in the interests of the Company;
(b) Devote such of your time, attention and skill as required for the proper performance of the Duties;
(c) Comply with all reasonable and lawful directions issued to you by the Company and applicable legislative and regulatory standards;
(d) Comply with the Company's policies and procedures (though the policies and procedures will not be incorporated as a term of this Contract).You understand that failure to do So may result in disciplinary action, up to and including summary termination of employment.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

E NAVA KUMAR,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

ttached is a copy giving details of your salary package. (Refer "Annexure –A")

Your appointment is subject to:

1. Your joining the services of the company will be on or before **17th of February 2022.**
2. Your written acceptance of the offer letter.
3. You are being found medically fit for the job.

You will be on probation for a period of 6 Months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period your services can be terminated with immediate effect.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

(Padmapani B Shardul)
Sr. Mgr - Hr & Administration

I have read and accept the content/ terms and conditions:

Date of Joining : _____

Signature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212,
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : **E NAVA KUMAR,** Designation : **Area Sales Manager**

Job Location : **Chittoor – Andhra Pradesh** Compensation Package : **Total CTC = 4,67,400/- P.A.**

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
HRA	11,100/-	1,33,200/-
Medical Allowance	1,850/-	22,200/-
Conveyance Allowance	1,850/-	22,200/-
Total Gross	37,000/-	4,44,000/-
Total Deductions		
EPF Contributions (If Applicable)	Applicable	
Employee Contribution @12% (Statutory)	1,800/-	21,600/-
Employer Contribution @ 12% + 1%=13% (Statutory)	1,950/-	23,400/-
ESIC Contributions (If Applicable)	Not Applicable	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	35,000/-	4,19,900/-
Total CTC=Total Earnings+ Employers contributions	38,950/-	4,67,400/-

You will be also covered under Company Group Insurance Policy.

Note - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax provisions.

For M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

(Padmapani B Shardul)
Sr. Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL / DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

CH RAVI,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

ttached is a copy giving details of your salary package. (Refer "Annexure –A")

Your appointment is subject to:

1. Your joining the services of the company will be on or before **17th of February 2022.**
2. Your written acceptance of the offer letter.
3. You are being found medically fit for the job.

You will be on probation for a period of 6 Months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period your services can be terminated with immediate effect.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

Padmapani B Shardul)
r. Mgr - Hr & Administration

have read and accept the content/ terms and conditions:

ate of Joining : _____

gnature : _____ Date : _____

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : **CH RAVI,**

Designation : **Area Sales Manager**

Job Location : **Chittoor – Andhra Pradesh**

Compensation Package : **Total CTC = 4,67,400/- P.A.**

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
HRA	11,100/-	1,33,200/-
Medical Allowance	1,850/-	22,200/-
Conveyance Allowance	1,850/-	22,200/-
Total Gross	37,000/-	4,44,000/-
Total Deductions		
EPF Contributions (If Applicable)	Applicable	
Employee Contribution @12% (Statutory)	1,800/-	21,600/-
Employer Contribution @ 12% + 1%=13% (Statutory)	1,950/-	23,400/-
ESIC Contributions (If Applicable)	Not Applicable	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	35,000/-	4,19,900/-
Total CTC=Total Earnings+ Employers contributions	38,950/-	4,67,400/-

You will be also covered under Company Group Insurance Policy.

Note - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax provisions.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

(Padmapani B Shardul)
Sr. Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

G SAI KRISHNA,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

tached is a copy giving details of your salary package. (Refer "Annexure –A")

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You will be on probation for a period of 6 Months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period your services can be terminated with immediate effect.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

[Padmapani B Shardul)
Sr. Mgr - Hr & Administration

have read and accept the content/ terms and conditions:

)ate of Joining : _____

ignature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : G SAI KRISHNA, Designation : Area Sales Manager

Job Location : Chittoor – Andhra Pradesh Compensation Package : Total CTC = 4,67,400/- P.A.

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
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HRA	11,100/-	1,33,200/-
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Conveyance Allowance	1,850/-	22,200/-
Total Gross	37,000/-	4,44,000/-
Total Deductions		
EPF Contributions (If Applicable)	Applicable	
Employee Contribution @12% (Statutory)	1,800/-	21,600/-
Employer Contribution @ 12% + 1%=13% (Statutory)	1,950/-	23,400/-
ESIC Contributions (If Applicable)	Not Applicable	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	35,000/-	4,19,900/-
Total CTC=Total Earnings+ Employers contributions	38,950/-	4,67,400/-

You will be also covered under Company Group Insurance Policy.

Note - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax provisions.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

(Padmapani B Shardul)
Sr. Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

M JAHNAVI,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

Attached is a copy giving details of your salary package. (Refer "Annexure –A")

Your appointment is subject to:

1. Your joining the services of the company will be on or before **17th of February 2022.**
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Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

(Padmapani B Shardul)
Sr. Mgr - Hr & Administration

I have read and accept the content/ terms and conditions:

Date of Joining : _____

Signature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : M JAHNAVI,

Designation : Area Sales Manager

Job Location : Chittoor – Andhra Pradesh

Compensation Package : Total CTC = 4,67,400/- P.A.

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
HRA	11,100/-	1,33,200/-
Medical Allowance	1,850/-	22,200/-
Conveyance Allowance	1,850/-	22,200/-
Total Gross	37,000/-	4,44,000/-
Total Deductions		
EPF Contributions (If Applicable)	Applicable	
Employee Contribution @12% (Statutory)	1,800/-	21,600/-
Employer Contribution @ 12% + 1%=13% (Statutory)	1,950/-	23,400/-
ESIC Contributions (If Applicable)	Not Applicable	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	35,000/-	4,19,900/-
Total CTC=Total Earnings+ Employers contributions	38,950/-	4,67,400/-

You will be also covered under Company Group Insurance Policy.

Note - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax provisions.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

Padmapani B Shardul)
r. Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

N ABHIRAM,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

..ttached is a copy giving details of your salary package. (Refer "Annexure –A")

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2. Your written acceptance of the offer letter.
3. You are being found medically fit for the job.

You will be on probation for a period of 6 Months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period your services can be terminated with immediate effect.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

Padmapani B Shardul)
r. Mgr - Hr & Administration

have read and accept the content/ terms and conditions:

ate of Joining : _____

gnature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : N ABHIRAM,

Designation : Area Sales Manager

Job Location : Chittoor – Andhra Pradesh

Compensation Package : Total CTC = 4,67,400/- P.A.

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
HRA	11,100/-	1,33,200/-
Medical Allowance	1,850/-	22,200/-
Conveyance Allowance	1,850/-	22,200/-
Total Gross	37,000/-	4,44,000/-
Total Deductions		
EPF Contributions (If Applicable)	Applicable	
Employee Contribution @12% (Statutory)	1,800/-	21,600/-
Employer Contribution @ 12% + 1%=13% (Statutory)	1,950/-	23,400/-
ESIC Contributions (If Applicable)	Not Applicable	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	35,000/-	4,19,900/-
Total CTC=Total Earnings+ Employers contributions	38,950/-	4,67,400/-

You will be also covered under Company Group Insurance Policy.

ote - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax rovisions.

or M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

admapani B Shardul)
. Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL & DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

K NAGA SARIKA,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

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We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

(Padmapani B Shardul)
Sr. Mgr - Hr & Administration

I have read and accept the content/ terms and conditions:

Date of Joining : _____

Signature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : **K NAGA SARIKA,** Designation : **Area Sales Manager**

Job Location : **Chittoor – Andhra Pradesh** Compensation Package : **Total CTC = 4,67,400/- P.A.**

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
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Medical Allowance	1,850/-	22,200/-
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ESIC Contributions (If Applicable)	Not Applicable	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	35,000/-	4,19,900/-
Total CTC=Total Earnings+ Employers contributions	38,950/-	4,67,400/-

You will be also covered under Company Group Insurance Policy.

Note - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax provisions.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj.

Padmapani B Shardul)
r. Mgr- Hr & Administration

Signature & Name of Candidate

Regd. Office / Factory Add.: D-43, M.I.D.C., Ambad , Nashik - 422010 | CIN : U29253MH2010PTC198388
Email: info@mitraweb.in | Web.: www.mitraweb.in

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL / DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

K SRAVANI,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

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For M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

(Padmapani B Shardul)
Sr. Mgr - Hr & Administration

I have read and accept the content/ terms and conditions:

Date of Joining : _____

Signature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : K SRAVANI, Designation : Area Sales Manager

Job Location : Chittoor – Andhra Pradesh Compensation Package : Total CTC = 4,67,400/- P.A.

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
HRA	11,100/-	1,33,200/-
Medical Allowance	1,850/-	22,200/-
Conveyance Allowance	1,850/-	22,200/-
Total Gross	**37,000/-**	**4,44,000/-**
Total Deductions		
EPF Contributions (If Applicable)	**Applicable**	
Employee Contribution @12% (Statutory)	1,800/-	21,600/-
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ESIC Contributions (If Applicable)	**Not Applicable**	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	**35,000/-**	**4,19,900/-**
Total CTC=Total Earnings+ Employers contributions	**38,950/-**	**4,67,400/-**

You will be also covered under Company Group Insurance Policy.

Note - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax provisions.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj.

Padmapani B Shardul)
r. Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

M AKHILA,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

Attached is a copy giving details of your salary package. (Refer "Annexure –A")

Your appointment is subject to:

1. Your joining the services of the company will be on or before **17th of February 2022.**
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3. You are being found medically fit for the job.

You will be on probation for a period of 6 Months from the date of joining and this can be extended for a further period at the Company's discretion. During the probationary period your services can be terminated with immediate effect.

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

(Padmapani B Shardul)
Sr. Mgr - Hr & Administration

I have read and accept the content/ terms and conditions:

Date of Joining : _____

Signature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL / DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : **M AKHILA,**

Designation : **Area Sales Manager**

Job Location : **Chittoor – Andhra Pradesh**

Compensation Package : **Total CTC = 4,67,400/- P.A.**

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
HRA	11,100/-	1,33,200/-
Medical Allowance	1,850/-	22,200/-
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Total Gross	**37,000/-**	**4,44,000/-**
Total Deductions		
EPF Contributions (If Applicable)	**Applicable**	
Employee Contribution @12% (Statutory)	1,800/-	21,600/-
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ESIC Contributions (If Applicable)	**Not Applicable**	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	**Variable**	**Variable**
Net Salary	**35,000/-**	**4,19,900/-**
Total CTC=Total Earnings+ Employers contributions	**38,950/-**	**4,67,400/-**

You will be also covered under Company Group Insurance Policy.

Note - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax provisions.

For M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

(Padmapani B Shardul)
Sr. Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

Machinery Information Technology Resources for Agriculture

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 13.01.2021

OFFER LETTER

Dear,

M KRISHNA PRASAD NAIK,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

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We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

(Padmapani B Shardul)
Sr. Mgr - Hr & Administration

I have read and accept the content/ terms and conditions:

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR D.st., A.P.

Date of Joining : _____

Signature : _____ Date : _____

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : **M KRISHNA PRASAD NAIK,** Designation : **Area Sales Manager**

Job Location : **Chittoor – Andhra Pradesh** Compensation Package : **Total CTC = 4,67,400/- P.A.**

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
HRA	11,100/-	1,33,200/-
Medical Allowance	1,850/-	22,200/-
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Total Gross	**37,000/-**	**4,44,000/-**
Total Deductions		
EPF Contributions (If Applicable)	**Applicable**	
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ESIC Contributions (If Applicable)	**Not Applicable**	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	**Variable**	**Variable**
Net Salary	**35,000/-**	**4,19,900/-**
Total CTC=Total Earnings+ Employers contributions	**38,950/-**	**4,67,400/-**

You will be also covered under Company Group Insurance Policy.

Note - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax provisions.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

(Padmapani B Shardul)
Sr. Mgr- Hr & Administration

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Signature & Name of Candidate

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

N AKSHAY KUMAR,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

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We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj.

(Padmapani B Shardul)
Sr. Mgr - Hr & Administration

I have read and accept the content/ terms and conditions:

Date of Joining : _____

Signature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : N AKSHAY KUMAR, Designation : Area Sales Manager

Job Location : Chittoor – Andhra Pradesh Compensation Package : Total CTC = 4,67,400/- P.A.

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
HRA	11,100/-	1,33,200/-
Medical Allowance	1,850/-	22,200/-
Conveyance Allowance	1,850/-	22,200/-
Total Gross	37,000/-	4,44,000/-
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ESIC Contributions (If Applicable)	Not Applicable	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	35,000/-	4,19,900/-
Total CTC=Total Earnings+ Employers contributions	38,950/-	4,67,400/-

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ıte - Net Amount will be variable after deduction of TDS. TDS amount will depend upon your income tax ovisions.

or M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

ıdmapani B Shardul)
Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

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VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

ANNEXURE - A

Name : S SHARON RONI, Designation : Area Sales Manager

Job Location : Chittoor – Andhra Pradesh Compensation Package : Total CTC = 4,67,400/- P.A.

Incentive Structure - 0.2 % on monthly basis + 0.4 % on Annual payable subject to target achievement.

Particulars	Salary Per Month.	Salary Per Annum
Total Earnings		
Basic	14,800/-	1,77,600/-
DA	7,400/-	88,800/-
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Total Gross	**37,000/-**	**4,44,000/-**
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EPF Contributions (If Applicable)	**Applicable**	
Employee Contribution @12% (Statutory)	1,800/-	21,600/-
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ESIC Contributions (If Applicable)	**Not Applicable**	
Employee Contribution @0.75% (Statutory)	-	-
Employer Contribution @3.25% (Statutory)	-	-
Bonus - Yearly Payable (NA)	-	-
Professional Tax	200/-	2,500/-
TDS	Variable	Variable
Net Salary	**35,000/-**	**4,19,900/-**
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You will be also covered under Company Group Insurance Policy.

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or **M.I.T.R.A.Agro Equipments Pvt. Ltd.**

Pankaj

admapani B Shardul)
Mgr- Hr & Administration

Signature & Name of Candidate

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

m.i.t.r.a.

M.I.T.R.A. AGRO EQUIPMENTS PRIVATE LIMITED

Date - 10.01.2022

OFFER LETTER

Dear,

S SHARON RONI,

This has reference to your application and the subsequent interviews you have had with us. We are pleased to make you an offer for the position as **Area Sales Manager** in sales Department for **Chittoor – Andhra Pradesh** Location with our Company, you also have to travel all horticulture pocket in AP as per business requirement, further management reserves the right to change your Job Location as per business requirement. Your appointment letter will be given to you at the time of joining.

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Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

M.I.T.R.A.Agro Equipments Pvt. Ltd.

Pankaj

Padmapani B Shardul)
r. Mgr - Hr & Administration

have read and accept the content/ terms and conditions:

ate of Joining : _____

gnature : _____ Date : _____

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL / DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

Dear **D RAJESWARI,**

10 Feb 2022

We are pleased to welcome you to Placecraft Consultancy Services.

We are eager to have you work with us on such an important assignment. We see your skills as a value adition to our company and our clients. You would be appointed as **Technical Trainer** and your date of joining would be on or before **29 Apr 2022.**

Remuneration

Your Net Salary after deductions would be **INR 27,000/-** (monthly). Applicable statutory deductions will be made at the time of payment. Applicable travel allowances shall be paid to you as per company policy.

Place of Work

Your current location would be at **Ashok Leyland Ltd, Chennai** or any place in India deputed by Ashok Leyland Ltd You can be transferred to any other company at the discretion of Placecraft Consultancy Services. The copy of the same as amended from time to time shall be shared with you.

Commitment:

During your stint with the company, you are duty-bound to commit your time completely to the work of the company. Moreove, you would not take up any other assignment, whether full-time, part-time or honorary, or in cash or in kind, without prior intimation and written approval from the company.

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Office Address: B3, SITALA, 11/2, Second Seaward Road, Valmiki Nagar, Tiruvanmyur, Chennai 600041
Contact Number:-+919841474171
Email:-placecraft.ceo@gmail.com

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Termination:-

Termination by Placecraft Consultancy Services : Placecraft Consultancy Services may at any time terminate this agreement and your engagement with Ashok Leyland Ltd, at any time, with or without any cause, upon notice to you.

Any termination here under shall be effective immediately upon receipt by you of written notice thereof, except as otherwise set forth herein.

Termination by Associate: - You may at any time terminate this Agreement and its engagement with Placecraft Consultancy Services and your engagement with Ashok Leyland Ltd on a date specified in your written notice of termination, which date shall not be less than three(3) months after the date of delivery of such written notice. In this event, Placecraft Consultancy Services shall have the right to you to discontinue providing services to Ashok Leyland Ltd upon Placecraft Consultancy Services receipt of notice.

Working:-You are required to work 26 days a month. You are required to impart training to designated places as per schedule which shall be intimated to you in advance.

SOP: You are required to per use the SOP laid down for the nature of your job and adhere to the same.

Assets:- The customer or Placecraft may issue assets to you for smooth discharge of your duties. A security deposit for the same will be made by you for the same. The Security Deposit shall be returned a long with the Full and Final settlement.

Please return a signed copy of this letter, which would signify your acceptance.

Once again, we welcome you to Placecraft Consultancy Services and look forward to have a fruitful association with you.

With Best Wishes,
For Placecraft Consultancy Services,

SRAM Digitally signed by SRAM Date:2022.02.10 16:20:01

Authorised Signatory

Office Address: B3, SITALA, 11/2, Second Seaward Road, Valmiki Nagar, Tiruvanmiyur, Chennai 600041
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Email:-placecraft.cse@gmail.com

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Salary Annexure (Employee)	
Components	**Monthly**
Basic	9240
DA	6517
HRA	4727
Special Allowance	8524
Gross Salary	**29008**
Deductions	
PFEE12%	1800
Professional Tax	208
Total deductions	2008
Net salary(take home)	**27000**

For Placecraft Consultancy Services,

SRAM Digitally signed by SRAM Date:2022.02.10 16:20:23

Authorised Signatory

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Contact Number:-+919841474171
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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

Dear **G HARIKA,**

10 Feb 2022

We are pleased to welcome you to Placecraft Consultancy Services.

We are eager to have you work with us on such an important assignment. We see your skills as a value adition to our company and our clients. You would be appointed as **Technical Trainer** and your date of joining would be on or before **29 Apr 2022.**

Remuneration

Your Net Salary after deductions would be **INR 27,000/-** (monthly). Applicable statutory deductions will be made at the time of payment. Applicable travel allowances shall be paid to you as per company policy.

Place of Work

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

Dear **K RAJENDRA,**

10 Feb 2022

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear **M NISSI ANGEL,**

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear **M VINOD,**

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placecraft

PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear **N SAI CHANDRAHAS,**

We are pleased to welcome you to Placecraft Consultancy Services.

We are eager to have you work with us on such an important assignment. We see your skills as a value adition to our company and our clients. You would be appointed as **Technical Trainer** and your date of joining would be on or before **29 Apr 2022.**

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear N RATNA KARTHEEK,

We are pleased to welcome you to Placecraft Consultancy Services.

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear **N PHANI KUMAR,**

We are pleased to welcome you to Placecraft Consultancy Services.

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear **S RAJA RAVI KISHORE,**

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear **S ROHITH,**

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear **V SIVA DHARANI,**

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear K NAVEENA,

We are pleased to welcome you to Placecraft Consultancy Services.

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PLACECRAFT CONSULTANCY SERVICES

Letter of Offer of Employment

10 Feb 2022

Dear **B NAVEEN,**

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PRINCIPAL DIRECTOR
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Office Address: B3, SITALA, 11/2, Second Seaward Road, Valmiki Nagar, Thiruvanmyur, Chennai 600041
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Email:-placecraft.ceo@gmail.com

Genius Consultants Ltd.
Office :
19, 2nd Floor, Flowers Road, Near Sangam Theatre, Chennai - 600 084. INDIA
CIN No.: U74140WB1993PLC059586
Ph : 044 - 2644 8811 / 7166
E mail : enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

24-Feb-22

Location - AMARAVATI (Andhra Pradesh)

Dear D BHANU PRAKASH

Sub: Offer Letter

Further to the discussions our Client's office had with you, we are pleased to offer you the position of, EPR EXECUTIVE Located at AMARAVATI (Andhra Pradesh) you will be required to work under the client's instruction. You are hereby requested to join duty on or before 7/3/2022 (MM/DD/YYYY) and produce the following documents at Genius.

1. Passport size photos – 3 nos
2. Photocopies of School, College and Professional certificates
3. Relieving letter from Previous Employer
4. Photocopy of Aadhar card, Pan Card, Ration Card & voters ID
5. Personal Savings Bank A/c proof (Passbook/Canceled Cheque)

As discussed & mutually agreed, your Monthly CTC Salary will be Rs. 13000- per month.

The detailed appointment letter will be issued after you join duty.

Thanking you

Yours faithfully

For Genius Consultants Ltd

Authorised Signatory

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Genius Consultants Ltd.
Office :
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CIN No.: U74140WB1993PLC059586
Ph : 044 - 2644 8811 / 7186
E mail : enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

ANNEXURE SHEET

Particular	Amount
BASIC	11182
DA	0
HRA	0
OTHER ALLOWANCE	0
GROSS	11182
PF EMPLR	1454
ESI EMPLR	364
Total CTC	13000
GROSS	11182
PF	1342
ESI	84
PT	200
INSURANCE	0
TAKE HOME	9556

Variable Pay: Food Allowance of **Rs. 3000/-** Out Station Allowance **Rs.** to be paid month on month as per our B&B Confirmation.

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24-Feb-22

Location - AMARAVATI (Andhra Pradesh)

Dear G LAKSHMI REDDY

Sub: Offer Letter

Further to the discussions our Client's office had with you, we are pleased to offer you the position of, EPR EXECUTIVE Located at **AMARAVATI (Andhra Pradesh)** you will be required to work under the client's instruction. You are hereby requested to join duty on or before **7/3/2022 (MM/DD/YYYY)** and produce the following documents at Genius.

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Yours faithfully

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E mail : enquiry@geniusconsultant.com
Web. : www.geniusconsultant.com

24-Feb-22

Location - AMARAVATI (Andhra Pradesh)

Dear GORRUMUCHU ANIL

Sub: Offer Letter

Further to the discussions our Client's office had with you, we are pleased to offer you the position of, EPR EXECUTIVE Located at AMARAVATI (Andhra Pradesh) you will be required to work under the client's instruction. You are hereby requested to join duty on or before 7/3/2022 (MM/DD/YYYY) and produce the following documents at Genius.

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Yours faithfully

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Web. : www.geniusconsultant.com

24-Feb-22

Location - AMARAVATI (Andhra Pradesh)

Dear K AJAY KUMAR

Sub: Offer Letter

Further to the discussions our Client's office had with you, we are pleased to offer you the position of, EPR EXECUTIVE Located at **AMARAVATI (Andhra Pradesh)** you will be required to work under the client's instruction. You are hereby requested to join duty on or before 7/3/2022 (MM/DD/YYYY) and produce the following documents at Genius.

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Yours faithfully

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24-Feb-22

Location - AMARAVATI (Andhra Pradesh)

Dear M PAVAN SUBHASH

Sub: Offer Letter

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Yours faithfully

For Genius Consultants Ltd

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24-Feb-22

Location - AMARAVATI (Andhra Pradesh)

Dear M CHAITHANYA VENKATA PAVAN

Sub: Offer Letter

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Yours faithfully

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24-Feb-22

Location - AMARAVATI (Andhra Pradesh)

Dear P LAKSHMI DEVI

Sub: Offer Letter

Further to the discussions our Client's office had with you, we are pleased to offer you the position of, EPR EXECUTIVE Located at **AMARAVATI (Andhra Pradesh)** you will be required to work under the client's instruction. You are hereby requested to join duty on or before 7/3/2022 (MM/DD/YYYY) and produce the following documents at Genius.

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24-Feb-22

Location - AMARAVATI (Andhra Pradesh)

Dear V CHARAN PRAKASH

Sub: Offer Letter

Further to the discussions our Client's office had with you, we are pleased to offer you the position of, EPR EXECUTIVE Located at **AMARAVATI (Andhra Pradesh)** you will be required to work under the client's instruction. You are hereby requested to join duty on or before **7/3/2022 (MM/DD/YYYY)** and produce the following documents at Genius.

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INFOLOB

Employment Letter of Intent Strictly Confidential

Date: 09th March 2022

Dear Navyasri komiri,

vikas group of instutions,

Congratulations!

With reference to your participation in our **Campus hiring program** and subsequent discussions that we had, we are pleased to announce that you were selected for the position of **"Graduate Engineer Trainee"** at our Hyderabad Office. Your Total cost to the Company will be **Rs. 3,00,000/- per annum (Three Lakh rupees only)**.

A detailed appointment letter will be issued to you on the date of your joining. You will be under training and probation period for 12 months from the date of joining.

The letter of intent is valid subject to you completing your academic courses with minimum 60% aggregate and above as specified at time of your selection and meeting pre-informed eligibility criteria in all courses completed by you.

We would greatly appreciate your confirmation of acceptance latest by **11th March 2022** COB. You are required to confirm your acceptance of the letter within the stipulated date, post which the letter of Intent will stand invalid.

Feel free to reach Ravalika Mogili, ravalika.mogili@infolob.com, if you need any further clarifications.

We are looking forward to you building a rewarding and successful career with us.

Yours Sincerely,

For Infolob Solutions (I) Pvt. Ltd.

Rajkumar Sabbathi
Vice President – Human Resources

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INFOLOB

Employment Terms and Conditions:

Annexure A

1.0 Graduate Engineer Trainee - Training program Terms and Conditions applicable:

The GET program is an industry-institute partnership initiative of Infolob for Engineering graduates. Candidates offered participation in this program are trained at Infolob premises while they earn a stipend for a fixed period of time, which is **six** months or less, at the discretion of the company. Upon successful completion of the training program and satisfactory performance during the training period, Infolob absorbs the candidates as per company's existing terms and conditions of employment.

Your performance shall determine the stream allocated to you. The right to make an offer to you a full-time employment vests solely with the Company.

2.0 GET program- terms of Training & Subsequent Employment

2.1. The Candidate shall be on training for 12 months from date of joining.

2.2. The timings of work during Training shall be from 10:00 AM to 7:00 PM on weekdays (Monday to Friday). Working days and timings are subject to change based on the need and urgency of a project and the business requirement, which shall be duly communicated. The Candidate may be required to come to work during weekend based upon schedules of training, as per the availability of trainers.

2.3. If, during the Training program, the Candidate's performance or conduct is not up to required standards, the Company may choose to terminate his/her Training with the Company after giving 30 days' notice or payment of stipend in lieu of the notice period along with taxes as applicable.

2.4. Post Training, an offer of employment may be made at the sole discretion of the Company, based on your performance & conduct during the Training. Prior to employment, the Candidate will be evaluated and assessed, amongst others, on his/her performance, communication skills, attitude to work, satisfactory references and background checks.

2.5. Subject to the above, the Company reserves the right to terminate, without notice, Training of a Candidate if he/she is found to have absent himself for 5 days without prior permission, misbehaved, committed financial irregularity, has acted in a manner inconsistent with the Policies of the Company and / or is prejudicial or harmful to the interest of the Company.

2.6. The Candidate shall be required, to work on complex and specialized projects for the Clients of the Company. Candidate understands and acknowledges that he/she is required to receive training, which

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shall be imparted directly or indirectly by the Company to enhance his/her skills, and also to be properly equipped with the necessary technical and practical training, without which the Candidate cannot effectively perform his/her duties and responsibilities.

2.7. Company reserves its right to decide the place and kind of training to be imparted to the Candidate.

3. Compensation and Other Benefits

3.1. Candidate shall be entitled during his/her Training to a monthly stipend of Rs. 15,000/- per month, subject to TDS, and other statutory deductions. The stipend shall be paid in accordance with the Company's policies.

3.2. The Candidate will be expected to work for such time and hours as may prescribed under the policies of the Company or be reasonably required to complete his/her duties.

3.3. The Candidate shall be entitled to one leave per month. However, the management of the Company shall review any specific requirement of leave for emergency, medical or other necessity.

3.4. The Candidate will not be entitled to any benefits / payments, except what is mentioned above from the Company.

4. Performance during training period

You will be evaluated on your work performance based on assessment & periodical reviews and other factors determined by the Company. Satisfactory performance during the training is necessary for being your participation in the Graduate Engineer Training program being considered successful.

5. Code of Conduct

During the Graduate Training Program, the Candidate shall:

5.1. maintain discipline, confidentiality, be punctual and follow the non-disclosure norms and also serve honestly, faithfully, diligently and efficiently for the growth of the Company;

5.2. conduct himself/herself in consonance with the Policies & Guidelines and the Code of Conduct of the Company, as in force from time to time;

5.3. carry out the instruction in letter & spirit given by his/her superiors and not disobey any instructions given nor rebuke or use offensive language;

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5.4. not Indulge in any unethical practices like "go slow" or non-cooperation etc.; and apply & maintain the highest standards of professional and personal conduct and integrity.

6.0 Place of Work:

You will be based at any of our offices based out of Hyderabad, Visakhapatnam or Kakinada or anywhere in Andhra Pradesh, India and are required to work in any of our establishments within India as may be directed by the management from time to time and are liable to be transferred to any business practice, office or establishment, or deployed at client's location or any other location within India forming a part of Infolob. You may be required to travel to various Indian as well as overseas centers or any of our client locations for work assigned based on the business need.

Annexure - B

LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in original, with a copy of each.
1. Your relieving order from your previous employer (Mandated to be submitted on the very first day of reporting for joining)
2. Experience/Service letter from all your previous employers worked earlier
3. THREE Stamp size photographs
4. Salary slip from your previous employer indicating tax deducted so far
5. Copies of all Educational certificates (10th, 12th, Degree and PG)
6. Copy of any Govt ID proof (Pan card, AADHAR, Ration card etc)
7. Copy of Passport – first and last page (if PP is available)
8. In case of transfer of PF, PF Slip from the previous employer.

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Vijayawada Rural, NTR Dist., A.P.

Atos

Date: 30/03/2022

Intent to Offer

Dear Aswini Nagarapu,

Syntellect ID: ASBE20203963

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

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If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

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Encl: Annexure

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ANNEXURE A

SALARY DISTRIBUTION

Name:	**Aswini Nagarapu**	
Designation:	**Associate Consultant**	
Band & Grade:	**GCM 1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay	9,917	119,000
Basket of Allowances (BOA)	14,583	175,000
Gross Pay & Allowances	**24,500**	**294,000**
Statutory Bonus	2,033	24,400
Provident Fund (PF)	1,800	21,600
Statutory & Retirals Benefits	**3,833**	**46,000**
Cost to Company (OTE)	**28,333**	**340,000**

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

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Date: 26/04/2022

Intent to Offer

Dear Vasantha.Kodali,

Syntellect ID: ASB22284178

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

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If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

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Encl: Annexure

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ANNEXURE A

SALARY DISTRIBUTION

Name:	**Vasantha Kodali**	
Designation:	**Associate Consultant**	
Band & Grade:	**GCM 1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay	9,917	119,000
Basket of Allowances (BOA)	14,583	175,000
Gross Pay & Allowances	**24,500**	**294,000**
Statutory Bonus	2,033	24,400
Provident Fund (PF)	1,800	21,600
Statutory & Retirals Benefits	**3,833**	**46,000**
Cost to Company (OTE)	**28,333**	**340,000**

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

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APPOINTMENT LETTER

April 5, 2022

Dear AKHIL DEVARAPALLI,

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

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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 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.

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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.

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 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 10 th Standard or equivalent

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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 backlogs/ 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 Shailen
General Manager - Human Resources

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

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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 on 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, w[illegible] 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.

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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 policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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 III

SALARY OFFER SHEET

Name: AKHIL DEVARAPALLI

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	**27,108**
Other Compensation Benefits	
Health benefit (Medical)	600

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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.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. 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
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	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 will be final.

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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

Va..able 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.

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This 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 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

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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 50,000.

2. **Telephone/Mobile Phone Allowances:**

   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 exception up to Rs. 19,800 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. **New Pension System:**

   You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C 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 + WBP + Additional (Where applicable) or INR 1800 pm

b. 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

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

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conveyance & other miscellaneous expenses.

c. 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.

d. 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 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.

2. Mediclaim: You are eligible for a floater 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 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.

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: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

i.e. 15,000 x 20 x 2.7%* x 80% = 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 terms & conditions for contingency. This would be recovered in 20 equal installments. Any loan taken

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** 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 :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 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.

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 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.

2. oluntary 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 ,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** AKHIL DEVARAPALLI 5/4/2022 7:07 PM
(checking the checkbox above is equivalent to a handwritten signature)

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Vijayawada Rural, NTR Dist., A.P.

Bengaluru
560 035

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APPOINTMENT LETTER

April 4, 2022

Dear Neeraja pingula,

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.

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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 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, 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

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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 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 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th 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 backlogs/ 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.

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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 Shailen
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 the employee.

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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 on 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 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 policyclearinghouse@wipro.com

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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 III

SALARY OFFER SHEET

Name: Neeraja pingula

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
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.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. 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
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.

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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	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 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.

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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 Allowance and Bonus

This 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 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 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 50,000.

2. **Telephone/Mobile Phone Allowances:**

   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 exception up to Rs. 19,800 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. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C 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 + WBP + Additional (Where applicable) or INR 1800 pm

b. 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

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.

c. 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.

d. 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 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.

2. Mediclaim: You are eligible for a floater 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 claim amount has to be borne by you.

   If you wish to avail for more 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.

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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.

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: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = 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 20 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 :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 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.

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 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.

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.

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

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& 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** Neeraja pingula 4/4/2022 7:44 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23803434

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APPOINTMENT LETTER

March 22, 2022

Dear Pravallika Nidikonda,

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:

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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 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, 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

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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 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 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th 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 backlogs/ 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.

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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 Shailen
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

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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 on 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 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 policyclearinghouse@wipro.com.

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ANNEXURE II

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PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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 III

SALARY OFFER SHEET

Name: Pravallika Nidikonda

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
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.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. 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
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.

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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	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 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.

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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 Allowance and Bonus

This 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 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 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 50,000.

2. **Telephone/Mobile Phone Allowances:**

   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 exception up to Rs. 19,800 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. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C 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 + WBP + Additional (Where applicable) or INR 1800 pm

b. 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

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.

c. 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.

d. 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 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.

2. Mediclaim: You are eligible for a floater 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 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.

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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.

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: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = 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 20 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 :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 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.

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 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.

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.

We currently have a choice 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 a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

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& 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** Pravallika Nidikonda 22/3/2022 2:42 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23976807

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APPOINTMENT LETTER

April 5, 2022

Dear NAGA GOPI PINNIBOINA,

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.

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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. **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,

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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 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 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th 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 backlogs/ 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

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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 Shailen
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) Employee or dependent member of his family to have an interest in any concern which has

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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 on 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 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 policyclearinghouse@wipro.com.

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ANNEXURE II

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

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 III

SALARY OFFER SHEET

Name: NAGA GOPI PINNIBOINA

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
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.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. 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
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.

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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 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.

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ANNEXURE – VI

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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 Allowance and Bonus

This 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 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 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 50,000.

2. **Telephone/Mobile Phone Allowances:**

   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 exception up to Rs. 19,800 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.

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C 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 + WBP + Additional (Where applicable) or INR 1800 pm

b. 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

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.

c. 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.

d. 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 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.

2. Mediclaim: You are eligible for a floater 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 claim amount has to be borne by you.

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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.

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: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = 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 20 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 :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 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.

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 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.

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.

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& 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** NAGA GOPI PINNIBOINA 5/4/2022 5:20 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23245737

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February 15, 2022

Dear Kamala Tadigadapa,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing Internship in our organization Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro.**

2. Duration of training

The duration of **internship** will be from **February 21, 2022** to **April 30, 2022**. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first attaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training 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/trainees from time to time and you will be required to comply with the same. 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 Wipro and appropriate disciplinary action will be initiated.

b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. 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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your training. This covenant shall endure during your training and beyond the cessation of your

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c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your training period or become known to you by virtue of your undergoing training in Wipro or otherwise.

d. In connection with your internship and during the term of your internship, 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.

5. Posting

During your training period, you are liable to be transferred or assigned to training in any division / department / establishment or location at which Wipro or its associate companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

6. Travel

You will be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro rules.

7. ɜrmination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion of terminating this agreement during the training period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

8. Training Hours and Holidays

As an Intern you will be called upon to undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

9. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc. belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items.

10. Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For Wipro Limited,

Aparna Shailen
General Manager - Human Resources

Endorsement:

. I accept the terms and conditions stipulated in the above letter of engagement.

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

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

a. validating my curriculum vitae and retaining records on the same for any future reference/verification;

b. processing my application for internship including background verification checks;

c. Internship related actions including record keeping, processing training stipend and any action required in the context of my training with Wipro.

In this context, I also agree to the retention of such Personal Information 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, relating to me that is available with Wipro and is capable of identifying me.

ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement (**"Agreement"**) is made on this the [ ] day of [ ] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bengaluru 560-035.

And

_____[Name of the Intern], S/o / D/o

_____,

Residing at_____

_____

(Hereinafter referred to as **"Intern"** which expression shall mean and include his/her representatives in interest, assurers and guarantors).

WHEREAS:

The Intern has expressed his/her desire to be trained with Wipro for a period of _____ **("Internship Period")**;

Wipro has accepted the Intern's application subject to the Intern adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time;

During the term of the internship, the Intern may have access to certain information which may be proprietary and/or of confidential nature (**"Confidential Information"**, as more particularly described below).

NOW THEREFORE in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

1. For purposes of this Agreement, **"Confidential Information** "means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to Intern by Wipro or which Intern becomes aware of in the course of the internship, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to public (through any act or omission of Intern in violation of this Agreement); (ii) was known to Intern prior to

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accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.

2. Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on Intern any rights, license or authority in or to the Confidential Information.

3. Intern agrees and undertakes that he/she shall not disclose or make available to any person (including the Institute) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by Intern under any course. Intern undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the institute, nor shall he/she use any of the Confidential Information in his/her resumes or any application for prospective employment.

4. Intern shall use and/or protect the Confidential Information received by him/her with utmost degree of care and diligence.

5. Intern agrees that upon (i) termination/expiry of Internship Period, or (ii) at any time during its currency, or (iii) on Intern ceasing to be an Intern of Wipro, Intern shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.

6. Intern acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Intern shall ensure that the use of such Confidential Information by the Intern shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.

7. Intern acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Intern and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.

8. Intern hereby acknowledges and agrees that in the event of a breach or threatened breach by Intern of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by Intern.

9. No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.

10. This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bengaluru. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.

11. The obligations of confidentiality shall survive the expiry or termination of the internship. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.

12. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

Yours sincerely,
For Wipro Limited,

Aparna Shailen
General Manager - Human Resources

Training & Placement Officer
Department of Training & Placement
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☑ Accept ☐ Decline

Intern Name: Kamala Tadigadapa

☑ **Signature** Kamala Tadigadapa 15/2/2022 10:49 PM
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

Sensitivity: Internal & Restricted

23160223

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Department of Training & Placement
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APPOINTMENT LETTER

February 17, 2022

Dear Kotnani Sowbhagya Lakshmi,

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:

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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 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

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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.

7. Assignment of Intellectual Property

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APPOINTMENT LETTER

April 4, 2022

Dear Neeraja pingula,

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:

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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. **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, 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

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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 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 10 th Standard or equivalent education.

ii. You have not scored minimum aggregate marks of 60% in your 12 th 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 backlogs/ 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.

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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

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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 on 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 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 policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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 III

SALARY OFFER SHEET

Name: Neeraja pingula

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
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.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. 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
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

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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 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:

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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 Allowance and Bonus

This 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 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 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 50,000.

2. **Telephone/Mobile Phone Allowances:**

   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 exception up to Rs. 19,800 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. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C 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 + WBP + Additional (Where applicable) or INR 1800 pm

b. 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

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.

c. 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.

d. 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 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.

2. Mediclaim: You are eligible for a floater 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 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.

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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.

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: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = 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 20 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 :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 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.

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 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.

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.

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

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& 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** Neeraja pingula 4/4/2022 7:44 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

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APPOINTMENT LETTER

March 21, 2022

Dear Aswini Nagarapu,

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.

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

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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 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 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th 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 backlogs/ 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.

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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 Shailen
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 business dealings with the company where there is an opportunity for preferential treatment being given to

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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 on 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 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 policyclearinghouse@wipro.com.

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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 III

SALARY OFFER SHEET

Name: Aswini Nagarapu

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
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.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. 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
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.

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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	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 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.

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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 Allowance and Bonus

This 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 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 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 50,000.

2. **Telephone/Mobile Phone Allowances:**

   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 exception up to Rs. 19,800 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. **New Pension System**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C 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 + WBP + Additional (Where applicable) or INR 1800 pm

b. 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

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.

c. 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.

d. 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 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.

2. Mediclaim: You are eligible for a floater 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 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.

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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.

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: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = 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 20 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 :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 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.

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 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.

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.

We currently have tie-up 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

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& 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** Aswini Nagarapu 21/3/2022 7:16 PM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

23807874

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APPOINTMENT LETTER

March 22, 2022

Dear madhuri chilukuri,

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:

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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. **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 knowledge that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Please maintain as Confidential Information as defined from time to time in the Confidentiality Policy of the Company and treat the same as confidential and do not use or disclose any such Confidential Information except

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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 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 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th 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 backlogs/ 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.

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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 Shailen
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

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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 on 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 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 policyclearinghouse@wipro.com.

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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 III

SALARY OFFER SHEET

Name: madhuri chilukuri

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
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.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. 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
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.

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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	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 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.

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ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

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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 Allowance and Bonus

This 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 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 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 50,000.

2. **Telephone/Mobile Phone Allowances:**

   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 exception up to Rs. 19,800 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. **New Pension System:**

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C 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 + WBP + Additional (Where applicable) or INR 1800 pm

b. 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

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.

c. 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.

d. 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 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.

2. Mediclaim: You are eligible for a floater 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 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 sum insured.
More details on this policy is available on My Policies Section in myWipro which is accessible on joining.

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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.

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: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. 15,000 x 20 x 2.7%* x 80% = 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 20 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 :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 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.

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 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.

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.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offers 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

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& 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** madhuri chilukuri 22/3/2022 11:38 AM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

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Vijayawada Rural, NTR Dist., A.P.

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APPOINTMENT LETTER

April 21, 2022

Dear Suma Arumulla,

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.

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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. **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. Please

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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 a...ts 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 10 th Standard or equivalent education.
ii. You have not scored minimum aggregate marks of 60% in your 12 th 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 backlogs/ 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.

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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 Shailen
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:

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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 on 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 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 policyclearinghouse@wipro.com.

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ANNEXURE II

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

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 III

SALARY OFFER SHEET

Name: Suma Arumulla

Position: Project Engineer **Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	**24,688**
PF (Employer Contribution)	1,800
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.

a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
b. 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
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.

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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 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.

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ANNEXURE – VI

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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 Allowance and Bonus

This 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 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 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 50,000.

2. **Telephone/Mobile Phone Allowances:**

   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 exception up to Rs. 19,800 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.

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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C 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 + WBP + Additional (Where applicable) or INR 1800 pm

b. 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

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.

c. 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.

d. 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 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.

2. Mediclaim: You are eligible for a floater 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 claim amount has to be borne by you.

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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.

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: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I. 15,000 x 20 x 2.7%* x 80% = 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 20 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 :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 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.

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 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.

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.

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& 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** Suma Arumulla 21/4/2022 7:59 AM

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

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T :+91 (80) 2844 0011
F :+91 (80) 2844 0054
E :info@wipro.com
W :wipro.com
C :L32102KA1945PLC020800

24412193

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HEXAWARE

Letter of Intent

April 07, 2022
Suma Arumulla
Vikas Group of Institutions, Vijayawada

Dear Suma Arumulla,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

HEXAWARE TECHNOLOGIES LTD.
Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape, Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500
(CIN): L72900MH1992PLC069662 URL: www.hexaware.com

Training & Placement Officer
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HEXAWARE

Letter of Intent

March 17, 2022
Sweety Gella
Vikas Group of Institutions, Vijayawada

Dear Sweety Gella,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

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HEXAWARE

Letter of Intent

March 17, 2022
Ishtiyak Mohammed
Vikas Group of Institutions, Vijayawada

Dear Ishtiyak Mohammed,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee".**

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC

Training & Placement Officer
Department of Training & Placement
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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **MUKIRI PRAKASH BABU**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Note: All the terms and conditions of the Employment has been attached in the Annexure A

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Annexure – A

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from morning 09: 30 am to 06: 30 pm in the evening.

Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your Internship.

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Performance Reviews/Appraisal:

The Company follows a policy of monthly/quarterly/half yearly/annual performance reviews, which are linked to performance incentives every quarter/half year/year. You will be eligible for performance based incentives on the basis of your gross monthly salary on the basis of your performance during the previous quarter/six months/year.

The Company also has a policy of six monthly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months/one year.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer systems, disabling all working stations, floppy disk drives and company wide awareness about the need for protection of intellectual property and sensitive customer information.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **MANNE SAI PRASANNA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Annexure – A

Personal Particulars:

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Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

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Assignment, Transfer and Deputation:

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Training:

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **AVUTAPALLI MANOJ**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Personal Particulars:

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Nature of Work:

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Training:

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Performance Reviews/Appraisal:

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **MANUKONDA KINNERA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Panwar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **MULAGALAPALLI** Babyogi

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
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Personal Particulars:

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Performance Reviews/Appraisal:

The Company follows a policy of monthly/quarterly/half yearly/annual performance reviews, which are linked to performance incentives every quarter/half year/year. You will be eligible for performance based incentives on the basis of your gross monthly salary on the basis of your performance during the previous quarter/six months/year.

The Company also has a policy of six monthly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months/one year.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

Security:

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The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Training & Placement Officer
Department of Training & Placement
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Vijayawada Rural, NTR Dist., A.P.

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **MOORABOINA SAMBASIVA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

RK INFO SYSTEMS Hyderabad

Note: All the terms and conditions of the Employment has been attached in the Annexure A

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Annexure – A

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from morning 09: 30 am to 06: 30 pm in the evening.

Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your Internship.

RK Info Systems - 501 - 05 Floor, Ritesh Premier Towers, Vasavi Nagar, Karkhana - Secbab 500015 . Website: www.rkinfosystems.in Email: hiring@rkinfosystems.in , Phone: +91 - 8501302833 , +91- 40- 40061621 , + 91 - 40 -42213539, Regd No : 4032/ 2014, GST : 36BFJPP8047R1ZF

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Performance Reviews/Appraisal:

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **EDA PAVITHRA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

RK INFO SYSTEMS Hyderabad

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **MARRIVADA HARITHA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

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Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Annexure – A

Personal Particulars:

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Nature of Work:

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **PODELI BHAVISHYA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

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Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

RK INFO SYSTEMS Hyderabad

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Annexure – A

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Performance Reviews/Appraisal:

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The Company also has a policy of six monthly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months/one year.

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **DEVARAKONDA SAI NAGESH**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 300000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Annexure – A

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

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Training:

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **INDUPALLI MANEESHA**

Sub: Offer of Employment

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **TADI BLESSI**

Sub: Offer of Employment

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Performance Reviews/Appraisal:

The Company follows a policy of monthly/quarterly/half yearly/annual performance reviews, which are linked to performance incentives every quarter/half year/year. You will be eligible for performance based incentives on the basis of your gross monthly salary on the basis of your performance during the previous quarter/six months/year.

The Company also has a policy of six monthly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months/one year.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer systems, disabling all working stations, floppy disk drives and company wide awareness about the need for protection of intellectual property and sensitive customer information.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Training & Placement Officer
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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **BANKA NARASIMHA RAO**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Note: All the terms and conditions of the Employment has been attached in the Annexure A

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Annexure – A

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from morning 09: 30 am to 06: 30 pm in the evening.

Late comings:
The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your Internship.

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The Company also has a policy of six monthly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months/one year.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

Security:

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N

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **BARLAPUDI PRAVEEN**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from morning 09: 30 am to 06: 30 pm in the evening.

Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

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You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your Internship.

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Leave:

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **GEDDAM PRATAP**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 300000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **DHARAVATHU PAVAN NAYAK**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Note: All the terms and conditions of the Employment has been attached in the Annexure A

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Personal Particulars:

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Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

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Training:

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **BHUKYA ASWINI**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **BONGULURI SIRI**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

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Yours truly,
Vivek Parmar - (Chief Technology Officer)
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Annexure – A

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You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **CHEEPI MURALI KRISHNA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
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Nature of Work:

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **DARAVATHU LEELA KUMAR**

Sub: Offer of Employment

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Vivek Parmar - (Chief Technology Officer)
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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **GUTTI YASWANTH**

Sub: Offer of Employment

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **KOTA ANUSHA**

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **VAJRALA NAGA SAI**

Sub: Offer of Employment

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Date: 20.04.2022

Dear **KODAPAKA SIREESHA**

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Date: 20.04.2022

Dear **NALLALA SAI MANASA**

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **GADE RACHANA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

RK INFO SYSTEMS Hyderabad

Note: All the terms and conditions of the Employment has been attached in the Annexure A

Training & Placement Officer
Department of Training & Placement
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PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

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Annexure – A

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from morning 09: 30 am to 06: 30 pm in the evening.

Late comings:

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OFFER OF EMPLOYMENT

Date: 20.04.2022

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OFFER OF EMPLOYMENT

Date: 20.04.2022

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **KANCHARLA VANDANAM**

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **MATTA BHAVYA SRI**

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Date: 20.04.2022

Dear **SATTENAPALLI CHANDRA**

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Training:

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Performance Reviews/Appraisal:

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The Company also has a policy of six monthly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months/one year.

Leave:

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Security:

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **SEELAM VASANTHI**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 300000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
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Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

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Late comings:
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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **ULASA THARUN**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

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Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **VEENAM DEEPTHI**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

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Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

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Yours truly,
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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **YADLAVALLI SAI YASWANTH**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

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Yours truly,
Vivek Parmar - (Chief Technology Officer)
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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **PAKALAPATI PREETHI**

Sub: Offer of Employment

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Date: 20.04.2022

Dear **CHIMATA SAI BHUVANA**

Sub: Offer of Employment

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **CHATTUMALA SRESHTA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

RK INFO SYSTEMS Hyderabad

Note: All the terms and conditions of the Employment has been attached in the Annexure A

Training & Placement Officer
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Annexure – A

Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from morning 09: 30 am to 06: 30 pm in the evening.

Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your Internship.

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Performance Reviews/Appraisal:

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The Company also has a policy of six monthly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months/one year.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer systems, disabling all working stations, floppy disk drives and company wide awareness about the need for protection of intellectual property and sensitive customer information.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **PINGULA CHANDU**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

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Yours truly,
Vivek Panwar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

RK INFO SYSTEMS Hyderabad

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **PUSAM VIJAYABABU**

Sub: Offer of Employment

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Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **ALANKA KALYAN SEKHAR**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

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We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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INNOVATION IS WHAT WE ARE

OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **PALLE TEJA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

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Yours truly,
Vivek Parmar - (Chief Technology Officer)
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Date: 20.04.2022

Dear **DARAVATHU LEELA**

Sub: Offer of Employment

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Vivek Parmar - (Chief Technology Officer)
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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **JUVVANAPUDI VIJAYA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

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We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

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Vivek Parmar - (Chief Technology Officer)
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Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your Internship.

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Performance Reviews/Appraisal:

The Company follows a policy of monthly/quarterly/half yearly/annual performance reviews, which are linked to performance incentives every quarter/half year/year. You will be eligible for performance based incentives on the basis of your gross monthly salary on the basis of your performance during the previous quarter/six months/year.

The Company also has a policy of six monthly/annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous six months/one year.

Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer systems, disabling all working stations, floppy disk drives and company wide awareness about the need for protection of intellectual property and sensitive customer information.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **DEVARAKONDA AJAYKUMAR**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 300000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Note: All the terms and conditions of the Employment has been attached in the Annexure A

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Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

Nature of Work:

Your nature of work mainly includes all the aspects of the duties as mentioned during the interview_ as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

Working Hours:

The regular working hours of the company are from morning 09: 30 am to 06: 30 pm in the evening.

Late comings:

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day marked as absent for every three late marks (or as per your company policy).

Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your Internship.

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OFFER OF EMPLOYMENT

Date: 20.04.2022

Dear **CHELLI SHELSHIYA**

Sub: Offer of Employment

We are pleased to offer you an appointment in our organization as an Associate Software Engineer , with effect from August 01 2022. You will be based in Hyderabad Location.

Your Employment with us will be governed by the Terms & Conditions as detailed in Annexure – A

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of Internship. You will be paid a stipend / compensation of INR 180000 /- Per Annum during your Employment.

Employment As per this offer is subject to your being medically fit. Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Vivek Parmar - (Chief Technology Officer)
RK Info Systems - Innovation | Skill | Expertise

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Note: All the terms and conditions of the Employment has been attached in the Annexure A

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **BADIGINCHALA VASUDEVA,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

PRINCIPAL/DIRECTOR
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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **ADI KAMAL RAJU,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

PRINCIPAL/DIRECTOR
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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
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3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

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   - Telephone bill Ration
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7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **BANAVATHU BALU,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

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2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist. A.P.

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

PRINCIPAL/DIRECTOR
VIKAS COLLEGE OF INSTITUTIONS
KUNAVARAM - 521 212
Vijayawada Rural, NTR Dist., A.P.

Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

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

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

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

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

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

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

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

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

Signature

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist.

Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
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   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.

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PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.

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

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

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

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

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

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
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Vijayawada Rural, NTR Dist., A.P.

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

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

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

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

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

Signature

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist.

Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

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   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
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7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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VIKAS GROUP OF INSTITUTIONS
NUNNA - 521 212
Vijayawada Rural, NTR Dist., A

iOPEX [Business Optimized]℠ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **BADUGU VENKATESWARA RAO,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIC
NUNNA-521 212.
Vijayawada Rural, NTR Dist.,

3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

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

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We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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Training & Placement Cell
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

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Name:

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Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local Conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3 months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

On joining you will be imparted with necessary ... ing ... meet with all the requirements in the training. In the event, ... are ... ..., we would be constrained to terminate your services. D... the ... ... shall be of any six days a week.

The Company has policies that are linked to perf... ..., ... growth and annual compensation review of an employee and these policies shall be ...

You shall be required to sign certain ... agre... ... not limited to the Confidentiality, Intellectual Property Right... ... ... and your employment shall be governed by all the ru... and ... ... to time, of the Company as applicable to your category of em... yees.

Furthermore, the Company has various hum... resources ... ...les and procedures. The Company reserves the right to vary the ... policies at ... ... discretion. While these policies do not form part of your co... ... ...ble by all applicable policies.

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

I hereby acknowledge and agree to abide by all inter... ...

Sig... ...re

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photogr[illegible]

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, pro[illegible] only till 6months
   d) PG provisional Certificate - degree certif[illegible] only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned docum[illegible]

   - Valid Indian Passport (Kindly sign the affidavit, if you [illegible] a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned docum[illegible]

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nom[illegible]

9. PAN Card (Mandatory), if not submitted within 30 days this w[illegible] be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for ver[illegible] at the time of joining"

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iOPEX [Business Optimized] TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **THOTA SAI NAGENDRA,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			Grade: E1
Designation: Trainee - Engineer			
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or its affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Further shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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

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

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

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

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

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

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

Signature

Training & Placement Officer
Department of Training & Placement
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PRINCIPAL/DIRECTOR
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Its mandate to submit the below **mentioned documents at the time of yourjoining**

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear, **JUVVANAPUDI VIJAYA LAKSHMI**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

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8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **D KUSUMAKUMARI,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]℠ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **GALI SRINIVAS,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Name:

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Division & Sub Division : ETAS			
Designation: Trainee - Engineer			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
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	Basic	11,667	140,000
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	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
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Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]℠ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11509

APPOINTMENT LETTER

Dear **J SIDDHESWARI,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure I) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11602

APPOINTMENT LETTER

Dear **MOHAMMED SAMI,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11724

APPOINTMENT LETTER

Dear **N SIRISHA,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11510

APPOINTMENT LETTER

Dear **P VENKATA SOWMYA,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Designation: Trainee - Engineer			Grade: E1
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	Total Fixed Pay	**23,533**	**282400**
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Note –

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **P HARITHA,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			Grade: E1
Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
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   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **P NAVANEETHA,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **SK RAHUL BABU,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **TAMMINENI SUDHAKARREDDY,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **T TEJA SRI,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

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

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands autonatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
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3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
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8. If Applicable Under ESI: One Post Card Size photo with nominee.

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iOPEX [Business Optimized]℠ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **V SUNEELA,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

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

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9. Notice Period

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

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

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

10. Background Verification

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

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

11. Conditional Terms of your Employment

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			**Grade: E1**
	Salary Heads	**Per Month**	**Per Annum**
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

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

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c) Variable Components

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

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

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **VALLAPUNENI MAHESWARI,**

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

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

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

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

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

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

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

6. Working Hours

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

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

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

7. Leave

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

8. Increments & Promotions

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

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

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

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

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

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

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

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

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

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

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

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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

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

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

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

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

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

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

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

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

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

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

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

Training & Placement Officer
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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer`s as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **V LALITH PRAVEEN,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Youmay be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	23,533	282400
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	8,000	96,000
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	1,800	21,600
	TOTAL CTC	33,333	400,000
	Net Pay	29,733	356,800

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

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7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company or behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
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3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **D SIRISHA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1**.

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **G Y S S PAVAN VARMA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

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You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

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All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

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The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

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Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11624

APPOINTMENT LETTER

Dear **P REVATHI,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

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We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Designation: Trainee - Engineer			Grade: E1
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Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

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d) Applicable tax would be borne by the employee.

Note –

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAndhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11702

APPOINTMENT LETTER

Dear **A VENKATA NAGA TEJA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

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You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
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   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11802

APPOINTMENT LETTER

Dear **A HEMANTH,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **BOMMINA RAKESH,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1**.

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
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ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11803

APPOINTMENT LETTER

Dear **D ANKARAJU**,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1**.

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			Grade: E1
Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

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Note: Relocation benefits will be paid to you post completion of your 3months services.

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Tenn of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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iOPEX {Business Optimized}℠ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11804

APPOINTMENT LETTER

Dear **E PAVANI,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11805

APPOINTMENT LETTER

Dear **G DEEPIKA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Youmay be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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PRINCIPAL/DIRECTOR
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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11806

APPOINTMENT LETTER

Dear **J ANIMI REDDY,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

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This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

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We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
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Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure B - (Other Benefits)

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]^99 TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11807

APPOINTMENT LETTER

Dear **K POSI PUJITHA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

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12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

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I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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Vijayawada Rural, NTR Dist., A.P.

iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11808

APPOINTMENT LETTER

Dear **P VENKATA TEJA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time. of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
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   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11809

APPOINTMENT LETTER

Dear **P KIRANMAI,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

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You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

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10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company or behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11810

APPOINTMENT LETTER

Dear **P MOUNIKA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1.00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof, on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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Note –

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a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11811

APPOINTMENT LETTER

Dear **P Y Y V S L SUPRAJA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	33,333	400,000
	Net Pay	29,733	356,800

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11821

APPOINTMENT LETTER

Dear **S HARSHITHA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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VIKAS GROUP OF INSTITUTIONS
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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11812

APPOINTMENT LETTER

Dear **A SUPRIYA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

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You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

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If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

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You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

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a) Remuneration

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Designation: Trainee - Engineer			Grade: E1
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Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	1,800	21,600
	TOTAL CTC	33,333	400,000
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i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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iOPEX [Business Optimized]℠ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11813

APPOINTMENT LETTER

Dear **T HEMANTH TIRUMALA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Planprovides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.
ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

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13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11820

APPOINTMENT LETTER

Dear **T ANUSHA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			Grade: E1
Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maxinum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

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Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
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7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11814

APPOINTMENT LETTER

Dear **V JYOTHSNA RANI,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11815

APPOINTMENT LETTER

Dear **V SAI GEETHIKA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

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	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11816

APPOINTMENT LETTER

Dear **V HARSHINI**,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

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You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

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All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

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iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

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Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer wiil stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11817

APPOINTMENT LETTER

Dear **Y ONESIMU,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only]**. This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. **Date of Commencement of Employment:**

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. **Location:**

Your current location of employment shall be **Bangalore**, India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

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We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			Grade: E1
Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
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	Basic	11,667	140,000
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Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

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Note –

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
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3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

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7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
   d) PG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months

3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

   - Valid Indian PassportAadhar
   - Card
   - Voters Identity Card
   - Telephone bill Ration
   - card Electricity bill
   -

7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

Note: "Kindly bring the Original certificates for validation at the time of joining"

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08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11818

APPOINTMENT LETTER

Dear **G NAGA SIRISHA,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 years with a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the company and you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall be entitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of the company. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			Grade: E1
Designation: Trainee - Engineer			
	Salary Heads	Per Month	Per Annum
Fixed Pay		11,667	140,000
	Basic	4,667	56,000
	HRA	1,400	16,800
	Statutory Bonus	5,800	69,600
	Special Allowances	23,533	282400
	Total Fixed Pay		
Variable Pay		5,500	66000
	Night Shift Allowance	2,500	30,000
	Attendance Bonus	8,000	96,000
	Total Variable Pay		
Employer Contributions		1,800	21,600
	Provident Fund	1,800	21,600
	Sub-Total	33,333	400,000
	TOTAL CTC	29,733	356,800
	Net Pay		

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

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In case of defiance of the terms and conditions set herein, the Company shall have all rightsto take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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Its mandate to submit the below mentioned documents at the time of yourjoining

1. Three passport size photographs and two stamp size photographs

2. Educational Certificates (photo copy for submission)

   a) 10th Mark Sheet
   b) 12th Mark Sheet
   c) UG provisional Certificate - degree certificate or mark sheets, provisional valid only till 6months
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3. Last three month's pay slip

4. Relieving letter/Service certificate from the last three employer's as per applicability.

5. Identity Proof:(Kindly provide all the below mentioned documents)

   - Valid Indian Passport (Kindly sign the affidavit, if you do not have a passport).Aadhar Card
   - Voters Identity Card
   - Driving License
   - Bank Pass Book with attested customer photograph

6. Address Proof(Kindly provide all the below mentioned documents)

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7. PF Account No with the last employer as per applicability

8. If Applicable Under ESI: One Post Card Size photo with nominee.

9. PAN Card (Mandatory), if not submitted within 30 days this will be treated as a disciplinary issue.

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iOPEX [Business Optimized]∞ TECHNOLOGIES

08th Jul 2022
Ref: iOPEX/RRF5200.CAN23909/11819

APPOINTMENT LETTER

Dear **V BHARGAVI,**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to appoint you as **Trainee - Engineer** with iOPEX Technologies Private Limited in **Grade E1.**

Your Total CTC Salary will be **400,000/- per annum [Rupees four lakh only].** This has been detailed in the Compensation Details annexed (Annexure 1) to this letter. For the purpose of clarification, your compensation details and related figures is dependent on your business vertical and job band within the Company.

The Terms & Conditions of our Offer of Employment to you are as follows. You shall begoverned by the Terms and conditions of Employment, as amended from time to time.

1. Date of Commencement of Employment:

Your scheduled date of joining or commencement of employment with the Company shall be on or before July 11, 2022. The appointment stands automatically terminated or withdrawn thereafter, unless the date is modified or extended and communicated to you inwriting by the Company.

2. Location:

Your current location of employment shall be **Bangalore,** India. However, iOPEX reserves the right to transfer/utilize your services at any time to any of its unit(s)/department(s) or office (s), work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

For the purpose of this agreement, "Affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership ofvoting securities, by contract or otherwise.

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3. Health Insurance Plan - Group Health Insurance Scheme (FY 2022-2023):

You will be eligible to participate in a Group Health Insurance Scheme. You will be covered under the Standard Plan and as per your Job level confirmed in this offer. The Standard Plan provides you and your family i.e. your spouse and two children up to the age of 18 yearswith a cover of Rs. 1,00,000 per annum.

4. Group Life Insurance & Personnel Accident Coverage Scheme:

You will be covered under the Group Life Insurance Scheme, that provides you with a total life insurance cover of Rs. 3,00,000 of which Rs. 1,00,000 is covered towards natural death, and additional Rs. 2,00,000 towards an accidental death.

5. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of six months from the date of joining the companyand you will be appraised for satisfactory performance for which iOPEX would confirm you. This confirmation will be communicated to you in writing, and you will be deemed to continue on probation till such time. If your performance is found unsatisfactory, iOPEX may extend the probation period. If your performance is still found unsatisfactory, iOPEX shall beentitled to terminate your services forthwith.

6. Working Hours

All our operations function 24x7, 365 days in a calendar year. Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. You may be required to work in shifts and/or in extended working hours, as permitted by law.

The company reserves the right to alter/modify its working hours.

In case you absent yourself from duty for 3 days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

7. Leave

iOPEX provides for Earned (Privilege) Leave and Casual leave and as per the policies of thecompany. Leaves will be credited on the 1st of the subsequent month.

8. Increments & Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis and will be based on iOPEX's Compensation & Promotion Policy.

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9. Notice Period

During probation, your services can be terminated with **60 days** notice or salary in lieu thereof on either side. On confirmation or as a regular employee, your services can be terminated with **90 days** notice or salary in lieu thereof on either side. iOPEX reserves the right, if it is in the interest of business and current assignment, to ask you to serve your notice period. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

The company reserves the right to terminate your services, for any act of misconduct, poor performance and high level of incompetency. This will be applicable during or after your training period. You will be subject to disciplinary action leading to termination, without notice or compensation.

If you are getting 'transferred' or 'promoted to 'senior roles', the terms of notice will vary. Itis mandated to reach out to the Human Resources team to understand the obligation and tenure of notice.

10. Background Verification

Your employment will be subject to clearance of a Background Verification/ Reference Check/ Criminal Check/ any other test specified by the client and genuineness of documents or information provided by you, which is including and not limited to your education (10th standard to post graduation, or as applicable), your prior employment and residence address. The background check is in line with iOPEX's background Verification policy. You are being appointed on the presumption that you have no criminal background as per the law of the land and the particulars furnished by you in your application/resume and joining documents are correct and complete.

The Company may by itself or through a specially appointed agency will conduct internal and external background Verification. By acceptance of this Offer you are deemed to have consented to such verification and shall co-operate with the same in all aspects. Normally, such checks are completed within one month of joining. If the background check/ referrals reveals unfavourable results and are not true and complete, you are liable to disciplinary action including termination of service without notice.

11. Conditional Terms of your Employment

On your joining you will have to undergo intensive technical training as mentioned below.

You shall be provided training to enable Your performance on Your job.

During Your mandatory training, you have to be present throughout the entire training session, on all days compulsorily without fail or without any exception. And Your evaluation shall be done at the end of two (2) weeks' training. You must clear the evaluation to entitle You to be inducted on regular permanent roles of the Company. This Conditional Offer shall take effect only upon Your successful completion of the training and clearing evaluation conducted by the Company. The Company reserves the right to terminate this Conditional Offer, with immediate effect, if you fail to clear the evaluationprocess.

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After you get qualified, during our evaluation of Your performance internally and with the client, you shall be absorbed into our regular payrolls. However, if Your performance is found unsatisfactory, your continuation of employment will not be considered.

You will be required to sign a standard Proprietary Information and Inventions Agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

This offer of employment and its annexures constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

This Terms of the Letter shall be governed by the laws of India and you hereby agree to theexclusive jurisdiction of the courts in Chennai, India.

We request you to read the Terms and Conditions specified herein and confirm to us your acceptance by signing and returning a copy of this Letter. In the event you, (i) fail to join the Company on the date hereinabove specified or any other date agreed by the Companyor (ii) fail to clear your BGV or are found medically unfit, the Offer and appointment shall automatically stand terminated with immediate effect.

You are requested to submit self-attested copies of the documents specified underAnnexure D at the time of joining.

We welcome you to the iOPEX family and wish you a rewarding career over the years tocome.

Yours sincerely,

Leeladharr V
Director - Talent Acquisition

Encl: Annexure A – Compensation Details
Annexure B – Other Benefits Annexure
C – Terms & Conditions
Annexure D – Documents to be submitted at the time of joining

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Annexure A: Compensation Details (Salary & applicable benefits)

Name:

a) Remuneration

Division & Sub Division : ETAS			
Designation: Trainee - Engineer			Grade: E1
	Salary Heads	Per Month	Per Annum
Fixed Pay			
	Basic	11,667	140,000
	HRA	4,667	56,000
	Statutory Bonus	1,400	16,800
	Special Allowances	5,800	69,600
	Total Fixed Pay	**23,533**	**282400**
Variable Pay			
	Night Shift Allowance	5,500	66000
	Attendance Bonus	2,500	30,000
	Total Variable Pay	**8,000**	**96,000**
Employer Contributions			
	Provident Fund	1,800	21,600
	Sub-Total	**1,800**	**21,600**
	TOTAL CTC	**33,333**	**400,000**
	Net Pay	**29,733**	**356,800**

b) Retirals

i. You will participate in the company Provident Fund Scheme as applicable to your categoryof employees.

ii. You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

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c) Variable Components

Night Shift Allowance: This allowance is offered to you for work rendered during the night shift. You are eligible only if your shift begins or ends between 10 p.m. to 6 a.m. ofthe next day. Night shift is earned at actuals for days worked on the night shift

Attendance Bonus: Attendance Bonus will follow the Attendance Bonus Policy that will be shared to you. On achievement of the said targets the employee is eligible to earn a max of 30,000/- per annum.

d) Applicable tax would be borne by the employee.

Note –

i. It is expected that individual compensation package would not be shared with otheremployees.
ii. The above compensation structure is subject to change without affecting emolumentsadversely.

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Annexure B - (Other Benefits)

a) Relocation Benefit

This benefit is as per the Relocation Policy of the organization and is towards the following:

Particulars	*Eligibility*
Movement of Personal Effects	The cost of moving one truck load of personal effects from your currentplace of residence ("current location") to the city to which your Company job is based ("new location") will be reimbursed. No Cash Receipts are accepted for the reimbursement of Freight Charges. Bill and Payment receipts are required (With a maximum limit of INR22500)
Flight Charges	One way flight charges up to maximum of INR 5,000/-. (Boarding passand Payment receipts are required). To claim the reimbursement of Flight charges, Boarding pass along with travel invoice is mandatory.
Accommodation	Fifteen Days of accommodation & Local conveyance will be provided up to maximum of INR 22,500/. (INR 1500/- Per Day) not exceeding Fifteen days. Allowance can be claimed as per the policy or at actualson submission of bill and receipts whichever is lesser.

If you serve a notice of resignation prior to the completion of 12 months' of service, the Company will recover the relocation benefits provided to you, in full. These repayment obligations will not apply if your employment terminates for any other reason other than your notice of resignation.In circumstances of disciplinary action or for performance relatedissues the repayment obligations will remain with the employee.

Note: Relocation benefits will be paid to you post completion of your 3months services.

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10. You shall communicate any change with regard to your expected date of Joining. The HR team will give you a letter confirming the change of date.

11. You shall declare to the Human Resources team if you are a foreign national or a non- resident Indian. You will be obligated to conform to all the statutory laws that govern a foreign national or a non-resident Indian

12. COVENANT NOT TO COMPETE. You agree that during the Term of employment and for a period of two (02) years immediately following the termination or end of employment with the company, shall not engage in any business activity which is competitive to the Company nor work for or accept offer with any company or their affiliates or subsidiaries, which directly or indirectly competes with the services of the Company or its group companies. You shall not, directly or indirectly, either for Your own benefit or for the benefitof a third party, disclose to any person, firm or corporation or any other third party, the name, address, contact details or any other information pertaining to the Company orclients of the Company and all other information that form a part of the Confidentiality Agreement agreed and acknowledged between You and the Company and shall not, directly or indirectly, on Your own or on behalf of any other person or business enterprise, or any third party, engage in any business activity which competes with the Company or its group companies..

13. NON-SOLICITATION/NO POACHING. You shall not, during the Term of employment andfor a period of two (02) years immediately following the termination or end of the employment either directly or through any other third party, either as a full-time employee or in contract, solicit, induce, encourage, poach or participate in soliciting, inducing, or encouraging any employee, independent contractor or consultant of the Company, to terminate his or her or its relationship with the Company or to work or get employed with, in any capacity for any person or corporate or any third party. You agree not to solicit orhire or poach any employee or independent contractor of the Company on behalf of any other business enterprise for your benefit or for benefit of the business enterprise, nor shall You induce any employee or independent contractor or consultants associated with the Company to terminate or breach an employment, contractual or other relationship with the Company or its group companies during the above-mentioned time period.

14. NON-SOLICITATION OF CUSTOMERS. You shall not, during the Term of employment and for a period of two (02) years immediately following the termination or end of employment,either directly or indirectly or through any other third party, call on, solicit, take away, or join or get employed with or attempt to call on, solicit, or take away or join or get employedwith any of existing or past customers of the Company or Customers in pipeline or end clients of the customers of the Company or direct or indirect competitors of the Company or their affiliates or subsidiaries, including but not limited to, whom You are acquainted with during the term of Your employment, as the direct or indirect result of Your employment with the Company. Neither shall You, either directly or through any other third party, disclose to any person, firm, or corporation the names or addresses of any of the customers or end clients of the customers of the Company or any other confidential information of the Company or its group companies.

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Terms and Conditions of Employment

1. You shall not divulge, communicate or pass on any information, know-how, knowledge, data, methods, plans etc., of the company, directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or anyone not employed by the company. This Agreement shall be effective as of the first day of your employment with the Company, and in the instance of your separation from the company, it will remain in effect for five years from your last working date.

2. During your employment with the company, you shall not carry on any employment elsewhere, business, profession or calling of your own, either part time or otherwise. You will also not engage in any commercial activity.

3. You shall not accept any offer of appointment / engagement / work assignment from any of the existing or past clients of iOPEX, either during the course of your employment with usor up to a period of two (02) years from the date of your separation from iOPEX, without theprior written permission of iOPEX

4. You will be required to declare any direct relatives who may be working with iOPEX orany of its subsidiary, group, and affiliate companies, direct or indirect competitors. If any ofyour direct relatives are offered by iOPEX, or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives include spouse, brother, sister and children.

5. You shall not download any unauthorized information, documents, graphics, etc, that youmay gain access to, during the course of your work. You will be held solely liable for such acts and the Company shall stand absolved of the same.

6. You shall not use your e-mail IDs / addresses / contact numbers to correspond with the existing / past / pipeline clients of iOPEX, either to solicit business for personal gain or as an agent of any other company/ firm / organization, during the Term of your employment and for a period of two (02) years from the date of your relieving

7. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediatesuperior and/or concerned person(s) of the HR department.

8. You shall be governed by the policies and procedures of the company, service rules and regulations being in force, or introduced/ amended later. All policy documents are available in our portal myportal.iopex.com. In this regard, an undertaking confirming that you have read and understood the policies will be taken, at the time of joining.

9. Your offer is subject to you being medically fit at the time of joining the Company or at the request by the client/ management. Upon request, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining/upon request. If you are found medically unfit to carry on the duties of your current role, this offer will stand withdrawn. The decision of the companywill be final.

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15. LEGAL REMEDY: In the event You violate the obligations under this Agreement; Youagree that the Company shall be entitled to initiate legal proceedings against You and claimdamages for the loss incurred by the Company, including but not limited to, cost oflitigation, attorney fee and other related expenses and cost. Therefore, if You breach any of the provisions of this Agreement, the Company shall be entitled to any and all remedies available to the Company, at law or at equity, to enforce such provisions.

Our offer to you as a **Trainee - Engineer** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage of 60%. These eligibility criteria for the Role has already been clearly communicated to you. You willproduce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion

On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations, we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

The Company has policies that are linked to performance management, career growth and annual compensation review of an employee and these policies shall be applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your category of employees.

Furthermore, the Company has various human resources and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

In case of defiance of the terms and conditions set herein, the Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

I hereby acknowledge and agree to abide by all internal policies of the Company.

Signature

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UKTHI ARKETING

25th May 2022

To,

Mr. Kola Ramarao ,

D/O :Krishna

H. No:1-152, SC Colony,

I. Rajavaram ap

Dear Mr.**Kola Ramarao** ,

We refer to your application to us and your subsequent interview at Yukthi Marketing Private Limited office at Vijayawada.

We are pleased to inform you that you have been selected as a "**UI Developer**" with a Gross salary of Rs.2,04,000 per Annum. Based on your successful completion of POC you will become a full time employee with Yukthi Marketing Private Limited and enjoy salary and other benefits as per company rules.

Role and Responsibilities

- Understand and get clarity in requirements relating to the work assigned. Provide most likely estimations, complete the tasks with utmost quality and User Experience (easy-to-use, aesthetically appealing, efficient and fast). Show passion and innovation in your work.
- Be efficient at work, learn & experiment continuously and build scalable solutions.
- Be a team player, brainstorm your solution approaches / killer ideas / assumptions with Product Management team, contribute to the organization with your technical, documentation, collaboration, customer focused skills / attitude. Lead others, where applicable, by example.
- Derive business value to our Customers by following industry best practices relating to User Experience & Business Process (, etc.)

Working Hours

- The regular working hours of the company is 9:00 AM to 7:00 PM (or flexible). Employees under training, working in client locations OR handling clients at other geographies will follow the respective working time lines. You will be required to work in different time zones basing on company's business need.

Work Location

- you will be based in Vijayawada but the Company may require you to work at any of its locations and its subsidiary locations OR on customer sites, within OR outside India.

Transfers:

- Your present place of posting will be at Vijayawada however you are liable to be transferred to any of the units/branches of the company in India and abroad, its associates or rganizations with whom the company has transactions, if exigencies of the work so require. The decision of the Management in this respect shall be final and binding.
- You will observe the working time and holidays as applicable to the place of work where you have been deputed without any change in remuneration.

#39-10-21, 3rd floor, above Suraksha Pharmacy, labbipet, Vijayawada-10, Andrapradesh 520010.

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UKTHI ARKETING

Background Verification

- The Company will have the right to carry out background checks on the documents and information provided by after your reporting at Yukthi Marketing Private Limited. As a result of the background verification, reference checks or any subsequent inputs, if any information or documents supplied by you are found to be false or misleading, this employment contract will be rendered null and void and you will be liable to repay all expenses borne by the Company towards your hire, relocation, onboarding, training and any salary paid to you.

Other Terms:

- You should have to serve minimum 24 months in our Organization.
- Your notice period will be 2 months.
- You will not be entitled to any paid leaves for first 6 Months as you would be on probation.

Date of Appointment & Joining: 1st June 202

Following documents will have to be furnished before the date of Joining:

- 4 stamp size photograph.
- Acceptance copy of Resignation letter or Relieving letter of previous employer if employed.
- All the Educational certificates should be attested. (S.S.C, H.S.C, Degree, Post Graduate)
- Two Attested copies of any one of the following documents at the time of your joining as proof of your photo identification
  - Government ID card
  - Voters Identity Card
  - Driving License
  - Photo credit card
  - Banker's Verification
- Attested Photocopies of Permanent Account Number (PAN) issued by the Income Tax authorities. In case you do not have a PAN No., please apply for one and bring a copy of the acknowledgement of the application.

For Yukthi Marketing Private Limited

Authorized Signature

YUKTHI MARKETING PVT LTD VIJAYAWADA

#39-10-21, 3rd floor, above Suraksha Pharmacy, labbipet, Vijayawada-10, Andrapradesh 520010

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Vijayawada Rural, NTR Dist., A.P.

savantis

Savantis Solutions India Pvt Ltd.
2nd Floor, Plot no. 7/3/H, V3 Tech Enclave, Sector 3,
HUDA Enclave, SY 64 P, Madhapur, Hyderabad – 500081
Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear D VIJAYA RAGHAVA

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India.**
Your place of training will be at **Hyderabad.** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.
Your training location will be **Hyderabad.** However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.
On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.
The training will commence on **21 NOV 2022** Your final assessment dates from the client will inform youduring the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISHMODI
Date: 2021.04.15

Manish Modi Manager
Recruitment

Training & Placement
Department of Training & Placement
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PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
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Vijayawada Rural, NTR Dist., A.P.

savantis

Savantis Solutions India Pvt Ltd.
2nd Floor, Plot no. 7/3/H, V3 Tech Enclave, Sector 3,
HUDA Enclave, SY 64 P, Madhapur, Hyderabad – 500081
Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear CH BABA

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
Your place of training will be at **Hyderabad.** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.
Your training location will be **Hyderabad.** However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.
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6. 3 Passport size photographs.

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The training will commence on **21 NOV 2022** Your final assessment dates from the client will inform youduring the training period.
Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISHMODI
Date: 2021.04.15

Manish Modi Manager
Recruitment

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Department of Training & Placemer
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PRINCIPAL/DIRECTOR
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savantis

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HUDA Enclave, SY 64 P, Madhapur, Hyderabad – 500081
Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear BANAVATHU SAI KUMAR

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.
Your place of training will be at **Hyderabad.** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.
Your training location will be **Hyderabad.** However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.
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Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISHMODI
Date: 2021.04.15

Manish Modi Manager
Recruitment

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P

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HUDA Enclave, SY 64 P, Madhapur, Hyderabad – 500081
Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear DHALIE DINESH

Subject: -Conditional LOI

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Dear GUVVALA SIVA LAKSHMAN

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Dear PONNADA SHIRISHA

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Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear Y SAI YASWANTH

Subject: -Conditional LOI

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Sincerely,

Digitally signed by MANISHMODI
Date: 2021.04.15

Manish Modi Manager
Recruitment

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
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Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISHMODI
Date: 2021.04.15

Manish Modi Manager
Recruitment

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P

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HUDA Enclave, SY 64 P, Madhapur, Hyderabad – 500081
Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear G APARNA SRI

Subject: -Conditional LOI

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DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear B HARI KIRAN

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HUDA Enclave, SY 64 P, Madhapur, Hyderabad – 500081
Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear P SRAVYA

Subject: -Conditional LOI

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Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISHMODI
Date: 2021.04.15

Manish Modi Manager
Recruitment

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
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1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.
The training will commence on **21 NOV 2022** Your final assessment dates from the client will inform youduring the training period.
elcome to Savantis India Family.

Sincerely,

Digitally signed by MANISHMODI
Date: 2021.04.15

Manish Modi Manager
Recruitment

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

savantis

Savantis Solutions India Pvt Ltd.
2nd Floor, Plot no. 7/3/H, V3 Tech Enclave, Sector 3,
HUDA Enclave, SY 64 P, Madhapur, Hyderabad – 500081
Tel: +91 (955) 026 0066 | info@savantis.com | www.savantis.com

DOC: - SA/TA/Hyd/2021/4322
Date: - 05/30/2022
Dear BADIGINCHALA VASUDEVA

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India.**
Your place of training will be at **Hyderabad.** During the training period you are neither paid nor charged anything.
Please note you should not have any Active Backlogs during the time of training.
Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client, you will be provided Appointment letter.
Your training location will be **Hyderabad.** However, the deployments' location will be based on client's requirements. The working hours define on specific project's needs, which may include working in different shifts on client's requirements. From time to time, you may be required to travel different locations within India or overseas as well.
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Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISHMODI
Date: 2021.04.15

Manish Modi Manager
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PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.



Name (Full): Palle.teja
D/o: Sundara rao
Pragadavaram,
Chintalapudi ,
West godavari 534461.

Date: 25th July, 2022
Place: Vijayawada

Dear Ms Palle.teja

Congratulations!

We refer to your application to us and your subsequent Interview at Du It Soft Tech office at Vijayawada.

We are pleased to inform you that you have been selected as a "**Python Trainer**" with a Gross salary of Rs.2,25,000 per Annum. Based on your successful completion of POC you will become a full time employee with Du It Soft Tech and enjoy salary and other benefits as per company rules.

Role and Responsibilities

- Understand and get clarity in requirements relating to the work assigned. Provide most likely estimations, complete the tasks with utmost quality and User Experience (easy-to-use, aesthetically appealing, efficient and fast). Show passion and innovation in your work.
- Be efficient at work, learn & experiment continuously and build scalable solutions.
- Be a team player, brainstorm your solution approaches / killer ideas / assumptions with Product Management team, contribute to the organization with your technical, documentation, collaboration, customer focused skills / attitude. Lead others, where applicable, by example.
- Derive business value to our Customers by following industry best practices relating to User Experience & Business Process (, etc.)

Working Hours

- The regular working hours of the company is 9:00 AM to 7:00 PM (or flexible). Employees under training, working in client locations OR handling clients at other geographies will follow the respective working time lines. You will be required to work in different time zones basing on company's business need.

Work Location

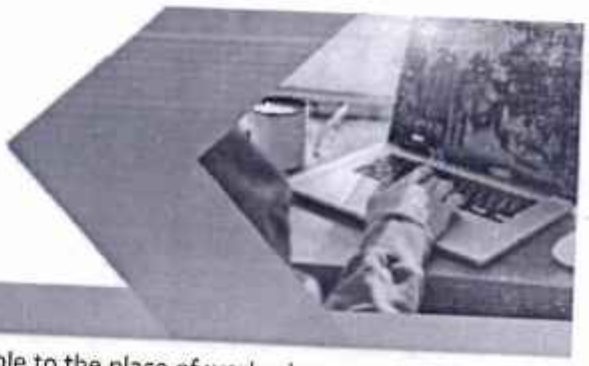
- you will be based in Vijayawada but the Company may require you to work at any of its locations and its subsidiary locations OR on customer sites, within OR outside India.

Transfers:

- Your present place of posting will be at Vijayawada however you are liable to be transferred to any of the units/branches of the company in India and abroad, its associates or rganizations with whom the company has transactions, if exigencies of the work so require.

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- You will observe the working time and holidays as applicable to the place of work where you have been deputed without any change in remuneration.

Background Verification

- The Company will have the right to carry out background checks on the documents and information provided by after your reporting at Du It Soft Tech. As a result of the background verification, reference checks or any subsequent inputs, if any information or documents supplied by you are found to be false or misleading, this employment contract will be rendered null and void and you will be liable to repay all expenses borne by the Company towards your hire, relocation, onboarding, training and any salary paid to you.

Other Terms:

- You should have to serve minimum 24 months in our Organization.
- Your notice period will be 2 months.
- You will not be entitled to any paid leaves for first 6 Months as you would be on probation.

Date of Appointment & Joining: **1st Augest 2022**

Following documents will have to be furnished before the date of Joining:

- 4 stamp size photograph.
- Acceptance copy of Resignation letter or Relieving letter of previous employer if employed.
- All the Educational certificates should be attested. (S.S.C, H.S.C, Degree, Post Graduate)
- Two Attested copies of any one of the following documents at the time of your joining as proof of your photo identification
  - Government ID card
  - Voters Identity Card
  - Driving License
  - Photo credit card
  - Banker's Verification
- Attested Photocopies of Permanent Account Number (PAN) issued by the Income Tax authorities. In case you do not have a PAN No., please apply for one and bring a copy of the

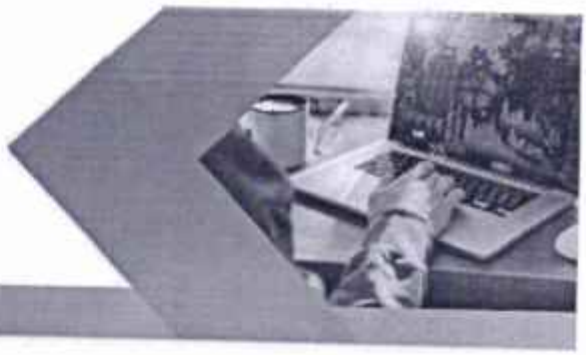
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python™



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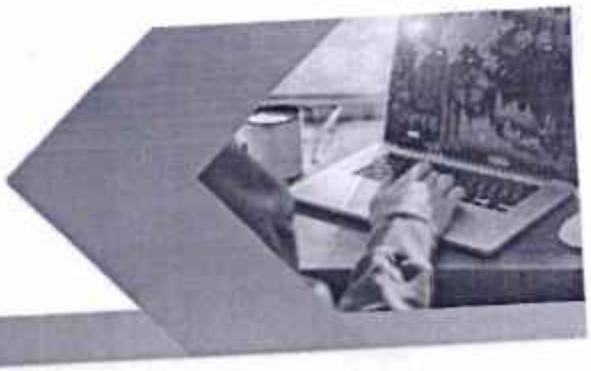




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Date: 1st June, 2022
Place: Vijayawada

Name (Full): **Gadidesi Rikshika**
D/o: Prakasharao
T.gudipadu(v)
chatrai (m)
krishna (dt) 521214

Dear Ms Gadidesi Rikshika

Congratulations!

We refer to your application to us and your subsequent Interview at Advaitha Solutions office at Hyderabad.

We are pleased to inform you that you have been selected as a **"Python Trainer"** with a Gross salary of Rs.2,25,000 per Annum. Based on your successful completion of POC you will become a full time employee with Advaitha Solutions and enjoy salary and other benefits as per company rules.

Role and Responsibilities

- Understand and get clarity in requirements relating to the work assigned. Provide most likely estimations, complete the tasks with utmost quality and User Experience (easy-to-use, aesthetically appealing; efficient and fast). Show passion and innovation in your work.
- Be efficient at work, learn & experiment continuously and build scalable solutions.
- Be a team player, brainstorm your solution approaches / killer ideas / assumptions with Product Management team, contribute to the organization with your technical, documentation, collaboration, customer focused skills / attitude. Lead others, where applicable, by example.
- Derive business value to our Customers by following industry best practices relating to User Experience & Business Process (, etc.)

Working Hours

- The regular working hours of the company is 9:00 AM to 7:00 PM (or flexible). Employees under training, working in client locations OR handling clients at other geographies will follow the respective working time lines. You will be required to work in different time zones basing on company's business need.

Work Location

- you will be based in Hyderabad but the Company may require you to work at any of its locations and its subsidiary locations OR on customer sites, within OR outside India.

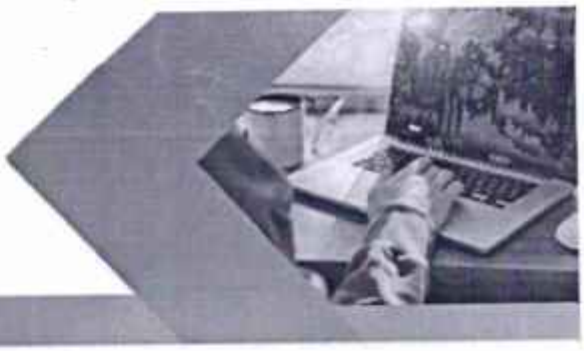
Transfers:

- Your present place of posting will be at Hyderabad however you are liable to be transferred to any of the units/branches of the company in India and abroad, its associates or rganizations with whom the company has transactions, if exigencies of the work so require. The decision of the Management in this respect shall be final and binding.
- You will observe the working time and holidays as applicable to the place of work where you have been deputed without any change in remuneration.

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Background Verification

- The Company will have the right to carry out background checks on the documents and information provided by after your reporting at Advaitha Solutions. As a result of the background verification, reference checks or any subsequent inputs, if any information or documents supplied by you are found to be false or misleading, this employment contract will be rendered null and void and you will be liable to repay all expenses borne by the Company towards your hire, relocation, onboarding, training and any salary paid to you.

Other Terms:

- You should have to serve minimum 24 months in our Organization.
- Your notice period will be 2 months.
- You will not be entitled to any paid leaves for first 6 Months as you would be on probation.

Date of Appointment & Joining: **1st June 2022**

Following documents will have to be furnished before the date of Joining:

- 4 stamp size photograph.
- Acceptance copy of Resignation letter or Relieving letter of previous employer if employed.
- All the Educational certificates should be attested. (S.S.C, H.S.C, Degree, Post Graduate)
- Two Attested copies of any one of the following documents at the time of your joining as proof of your photo identification
  - Government ID card
  - Voters Identity Card
  - Driving License
  - Photo credit card
  - Banker's Verification
- Attested Photocopies of Permanent Account Number (PAN) issued by the Income Tax authorities. In case you do not have a PAN No., please apply for one and bring a copy of the acknowledgement of the application.

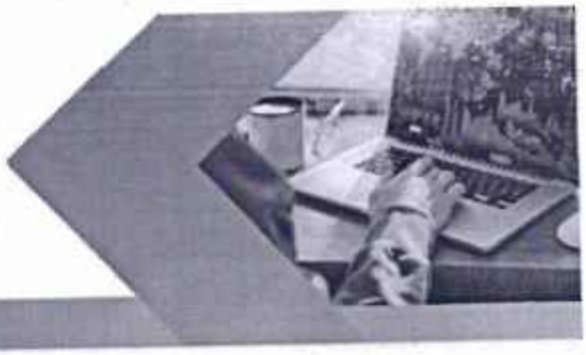
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Name (Full): **Tirumani santhi**
D/o: Bhanu murthy
Kruthivennu mandal
krishna district 521324.

Date: 1st June, 2022
Place: Vijayawada

Dear Ms Tirumani santhi

Congratulations!

We refer to your application to us and your subsequent Interview at Advaitha Solutions office at Hyderabad.

We are pleased to inform you that you have been selected as a **"Python Trainer"** with a Gross salary of Rs.2,25,000 per Annum. Based on your successful completion of POC you will become a full time employee with Advaitha Solutions and enjoy salary and other benefits as per company rules.

Role and Responsibilities

- Understand and get clarity in requirements relating to the work assigned. Provide most likely estimations, complete the tasks with utmost quality and User Experience (easy-to-use, aesthetically appealing, efficient and fast). Show passion and innovation in your work.
- Be efficient at work, learn & experiment continuously and build scalable solutions.
- Be a team player, brainstorm your solution approaches / killer ideas / assumptions with Product Management team, contribute to the organization with your technical, documentation, collaboration, customer focused skills / attitude. Lead others, where applicable, by example.
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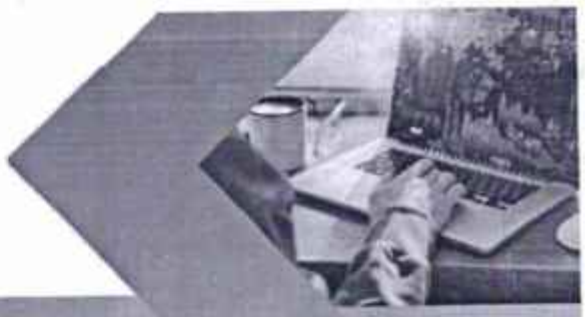
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Background Verification

- The Company will have the right to carry out background checks on the documents and information provided by after your reporting at Advaitha Solutions. As a result of the background verification, reference checks or any subsequent inputs, if any information or documents supplied by you are found to be false or misleading, this employment contract will be rendered null and void and you will be liable to repay all expenses borne by the Company towards your hire, relocation, onboarding, training and any salary paid to you.

Other Terms:

- You should have to serve minimum 24 months in our Organization.
- Your notice period will be 2 months.
- You will not be entitled to any paid leaves for first 6 Months as you would be on probation.

Date of Appointment & Joining: **1st June 2022**

Following documents will have to be furnished before the date of Joining:

- 4 stamp size photograph.
- Acceptance copy of Resignation letter or Relieving letter of previous employer if employed.
- All the Educational certificates should be attested. (S.S.C, H.S.C, Degree, Post Graduate)
- Two Attested copies of any one of the following documents at the time of your joining as proof of your photo identification
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NEXGEN e-Learning

Date : 1st June 2022

To
Gaddam kumari,
Anjaneyapuram, tiruvuru madal,
Krishna dt

Dear Gaddam kumari

Sub: Letter of Offer for Employment

Following our recent discussions, we are delighted to offer you the position of **"Trainee Software Engineer** with Easy2Learn. Your mutually agreed CTC is **Rs. 2,50,000/- (Rupees Three Lakhs and Fifty Thousand only) *This CTC will be applicable after the training period.** You will be in training for 3-4 months where you will be paid **Rs. 15,000/- (Rupees Fifteen Thousand only)** per month as a stipend. Your expected date of joining is on **Monday 4th April 2022** at our corporate office in Hyderabad. By joining our organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of technical expertise and advice.

- You will be in training for the first 3-4 months of joining Easy2Learn post which there will be salary revision based on your performance.
- You will also be required to sign a mutual agreement(bond) of 2 years at the time of joining.

As a member of Easy2Learn, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Easy2Learn. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

Your detailed salary break up is mentioned in ANNEXURE – I.
Your offer has been made based on information furnished by you. However, If there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. **This offer is not valid after Monday 1st June 2022.**

Employment as per this offer is subject to your being medically fit.
Please sign and return duplicate copy of this letter in token of your acceptance.

We are confident you will find this new opportunity both challenging and rewarding. All of us at Easy2Learn Solutions Private Limited are excited that you will be joining our team!

Yours Sincerely,
For **Easy2LEarn**

+91 82478 15671

info@easy2learn.co
easy2learn.co@gmail.com
www.easy2learn.co

Plot No:139, Mythri Nagar,
Madeenaguda, Telangana 500050.

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Date : 1st June 2022

To
Vasam. Nandini,
Patharepudi, A. Konduru(md) ,
Krishna (dt) Andhra Pradesh.

Dear **Vasam. Nandini,**

Sub: Letter of Offer for Employment

Following our recent discussions, we are delighted to offer you the position of "**Trainee Software Engineer** with Easy2Learn. Your mutually agreed CTC is **Rs. 2,50,000/- (Rupees Three Lakhs and Fifty Thousand only) *This CTC will be applicable after the training period**. You will be in training for 3-4 months where you will be paid **Rs. 15,000/- (Rupees Fifteen Thousand only)** per month as a stipend. Your expected date of joining is on **Monday 4th April 2022** at our corporate office in Hyderabad. By joining our organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of technical expertise and advice.

- You will be in training for the first 3-4 months of joining Easy2Learn post which there will be salary revision based on your performance.
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As a member of Easy2Learn, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Easy2Learn. In return, we are committed to providing you with every opportunity to learn grow and stretch to the highest level of your ability and potential.

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For **Easy2LEarn**

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easy2learn.co@gmail.com
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Vijayawada Rural, NTR Dist., A.P.

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To
VALLAPUNENI MAHESWARI,
1-83,P. Lakshmi puram,
donakonda(mandal) Prakasam
Andhra Pradesh.

Date : 1st June 2022

Dear **VALLAPUNENI MAHESWARI,**

Sub: Letter of Offer for Employment

Following our recent discussions, we are delighted to offer you the position of **"Trainee Software Engineer** with Easy2Learn. Your mutually agreed CTC is **Rs. 2,50,000/- (Rupees Three Lakhs and Fifty Thousand only) *This CTC will be applicable after the training period.** You will be in training for 3-4 months where you will be paid **Rs. 15,000/- (Rupees Fifteen Thousand only)** per month as a stipend. Your expected date of joining is on **Monday 4th April 2022** at our corporate office in Hyderabad. By joining our organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of technical expertise and advice.

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For Easy2LEarn

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Vijayawada Rural, NTR Dist., A.P.

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To
Nadakuditi Hareesh,
venugopalapuram, salempalem post,
Krishna district

Date : 25st July 2022

Dear Nadakuditi Hareesh ,

Sub: Letter of Offer for Employment

Following our recent discussions, we are delighted to offer you the position of "**Trainee Software Engineer** with Easy2Learn. Your mutually agreed CTC is **Rs. 2,50,000/- (Rupees Three Lakhs and Fifty Thousand only) *This CTC will be applicable after the training period**. You will be in training for 3-4 months where you will be paid **Rs. 15,000/- (Rupees Fifteen Thousand only)** per month as a stipend. Your expected date of joining is on **Monday 4th April 2022** at our corporate office in Hyderabad. By joining our organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of technical expertise and advice.

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Employment as per this offer is subject to your being medically fit.
Please sign and return duplicate copy of this letter in token of your acceptance.

We are confident you will find this new opportunity both challenging and rewarding. All of us at Easy2Learn Solutions Private Limited are excited that you will be joining our team!

Yours Sincerely,
For **Easy2LEarn**

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PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Atos

Date: 21/06/2022

Intent to Offer

Dear swetha kancharla,

Syntellect ID: ASB22324744

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

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Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature
k.swetha

Encl: Annexure

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Jawaada Hutti, NTR Dist., A.P.

Syntel Private Limited, Plot No. H7 & H8, SIPCOT IT Park, Siruseri, Chennai 603 103, India | Tel: +91 44 4742 2000
Registered Office: Unit No. 401 to 405, 4th floor, Tower 1, Corporate Park, Sector 30A, Vashi, Navi Mumbai 400 703, India | Tel: +91 22 6693 3000
Branch Office: Unit No. 1001, 10

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ANNEXURE A

SALARY DISTRIBUTION

Name:	**swetha kancharla**	
Designation:	**Associate Consultant**	
Band & Grade:	**GCM 1**	
Pay and Allowance	**Monthly**	**Yearly**
Basic Pay	9,917	1,19,000
Basket of Allowances (BOA)	14,583	1,75,000
Gross Pay & Allowances	24,500	2,94,000
Provident Fund (PF)	1,800	21,600
Statutory Bonus	2,033	24,400
Statutory & Retirals Benefits	**3,833**	**46,000**
Cost to Company (OTE)	**28,333**	**3,40,000**

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

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Date:16/06/2022

Intent to Offer

Dear Challa Ratna kumari,

Syntellect ID: ASB22326896

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** withSyntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed asan employment with company nor it will be a legally binding offerlcontract of employment.

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This Offer of Intent is valid subject to:

a) Your successful completion of the **GraduatelDiplomalPost-Graduate** program within thestipulated period of 8 semesters I 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
b) You successfully clearing the medical test if the company so desires and you being found andremaining medically (both physically and mentally) fit
c) You producing all the relevant documents pertaining to your education, identity, residenceetc. as required by the Company

The Company shall conduct a background verification of all recordsl references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated toyou via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign aseparate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class roomlon job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writingle-mail onor before the end of **5 days** from date of its issuance.

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If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms andconditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association withyou.

Yours Sincerely,

For Syntel Pvt. Ltd.

I have read this Offer of Intent and accept the stipulated terms and conditions

Suvarna Ratna Kumari. Challa
Signature

Encl: Annexure

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ANNEXURE A

SALARY DISTRIBUTION

Name	Challa Ratna kumari	
Designation	Associate Consultant	
Band & Grade	GCM I	
	Annual	Monthly
Basic Salary	119,000	9,917
Basket of Allowances (BOA)	175,000	14,583
Gross Pay & Allowances	294,000	24,500
Provident Fund (PF)	21,600	1,800
Statutory Bonus	24,400	2,033
Statutory & Retirals Benefits	46,000	3,833
	340,000	28,333

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ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which arecritical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & StringFunctions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, ExceptionHandling, Collections, JDBC

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FACE Prep

A Unit of Focus 4D Career Education Pvt. Ltd

July 12, 2022

Ms SINGAMSETTI RAMYA
singamsettiramya54@gmail.com
Candidate Id: CN20221002

Dear SINGAMSETTI RAMYA,

Further to our interactions with you, we are pleased to offer you the position of **Placement Mentor** at FACE Prep (referred to as FACE – Focus Academy for Career Enhancement).

Your supervisory arrangements will be communicated upon joining. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an Internship. During this period you will be paid a stipend of **Rs.10000/-** out of which **Rs.8000/-** will be fixed and **Rs.2000/-** will be performance based pay. In addition you will be provided with other allowance up to **Rs.1500/-**. Your performance during this internship period will be considered in deciding the confirmation of employment, post successful completion of your course.

On confirmation of employment, you will be inducted as an **Placement Expert** with an Annual CTC of **Rs.3,06,000/-**. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of **2 years** starting from the date of confirmation of employment. This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 5 days from the date of offer.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

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FACE Prep

A Unit of Focus 4D Career Education Pvt. Ltd

Annexure I: Annual Compensation Structure			
Name	Ms SINGAMSETTI RAMYA	Position & Department	Placement Expert
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		2,52,012/-
2	Other Allowance		18,000/-
3	Total Fixed Pay per annum		2,70,012/-
4	Annual Performance Linked Pay (Maximum)		35,988/-
	Total Cost to Company		3,06,000/-

Notes: *Associates will be covered under the company group accidental policy for Life CoverRs.10,00,000). The premium for the same will be borne by the company.

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd.

Arumugam N Vadivelu
HR Business Partner

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

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June 28, 2022

HRD/3T/1003329390/22-23

Ms. Aswini Nagarapu
H No:1-119/A Kothapalli Village
Gampalagudem Mandal, Krishna District
Tiruvuru andhra pradesh-521402
India

Ph: +91-9492572449

Dear Aswini,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.28 21:29:16 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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HRD/1003329390/22-23

June 28, 2022

Ms. Aswini Nagarapu
H No:1-119/A Kothapalli Village
Gampalagudem Mandal, Krishna District
Tiruvuru andhra pradesh-521402
India

Ph: +91-9492572449

Dear Aswini,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **15-Sep-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company` s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

_____
Sign your name

_____ _____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.06.28 11:29:16 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS
(All figures in INR per month)

NAME	**Ms. Aswini Nagarapu**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	15,000
BASIC SALARY	4,478
BASKET OF ALLOWANCES	2,850
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a m[illegible]ly basis)	**22,328**
MONTHLY GROSS SALARY	

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	1,800
PROVIDENT FUND - 12% of Basic Salary	722
GRATUITY - 4.81% of Basic Salary*	**25,000**
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Ms. Aswini Nagarapu**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

INCENTIVE COMPONENTS	**At an indicative Payout of 5%**	**At indicative Payout of 10%**	**At indicative Payout of 20%**
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	**1,250**	**2,500**	**5,000**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			**26,250**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			**27,500**
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			**30,000**

OTHER BENEFITS

Scheme	**Eligible Amount In INR**	**Interest**	**Monthly Instalments**	**Margin Money** (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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August 19, 2022

HRD/3T/1003457357/22-23

Mr. Krishna Vamsi Ganta
No. 3-92,
Pangidigudem
Jangareddy gudem-534447
India

Ph: +91-7997858579

Dear Krishna Vamsi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.19 14:46:14 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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August 19, 2022

HRD/1003457357/22-23

Mr. Krishna Vamsi Ganta
No. 3-92,
Pangidigudem
Jangareddy gudem-534447
India

Ph: +91-7997858579

Dear Krishna Vamsi,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment (**"Offer Letter"** hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.
"Company" refers to Infosys Limited.
"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **24-Oct-2022.**

Location

Your location for employment is **MYSORE, India** .
You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

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Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company' s pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;

b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.

c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month.The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - 1 and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	**Mr. Krishna Vamsi Ganta**
ROLE	**Systems Engineer**
ROLE DESIGNATION	**Systems Engineer Trainee**

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**
TOTAL GROSS SALARY	**25,000**

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

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Vijayawada Rural, NTR Dist.,

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Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

_____
Sign your name

_____
Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.08.19 14:46:14 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

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ANNEXURE - I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Krishna Vamsi Ganta
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	15,000
BASIC SALARY	4,478
BASKET OF ALLOWANCES	2,850
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	**22,328**
MONTHLY GROSS SALARY	

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	1,800
PROVIDENT FUND - 12% of Basic Salary	722
GRATUITY - 4.81% of Basic Salary*	**25,000**
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TOTAL GROSS SALARY	

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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ANNEXURE - II

(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Krishna Vamsi Ganta
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee

1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	**22,328**

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	**25,000**

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000

OTHER BENEFITS

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 6481575/1545377,

10/11/2022,
Arumulla Suma.

D. no : 14-133, Gantavari Street, Chintalapudi, West Godavari dst, Andhra Pradesh, Pin code: 534460 D. no : 14-133, Gantavari Street, Chintalapudi, West Godavari dst, Andhra Pradesh, Pin code: 534460
WEST GODAVARI DISTRICT, Andhra Pradesh
India,

Confidential

Dear Arumulla Suma,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini ' or 'Company')** starting from **12/22/2022** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**.

B) You will be required to work at the Company's offices in **Bangalore**.

C) You have to report by 9:00 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address
164-165, EPIP Phase II,
EPIP Industrial Area,Whitefield, Bengaluru 560066

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

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Analyst

Total Cost to Company (CTC). Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.1,890.00	Rs.22,680.00
Other Allowances and Reimbursements – 2 +	Rs.839.00	Rs.10,068.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.29,878.00	Rs.358,536.00
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.386,800.00
Total Cash Compensation		Rs.388,800.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 400,010.00

You need to choose any of the following optional instruments that are a part of the Other Allowance and Reimbursements - 1. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

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+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements - 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

\# All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.

* This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

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E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) You shall be eligible for following additional one-time payout:

- Special Incentive: You shall be eligible for one-time incentive of **INR 25,000.00/- (Rupees Twenty Five Thousand Only)** post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

I.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

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J.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

   a. You will submit relevant documents as mandated by the Company.

   b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.

   c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.

   d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

   e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

   f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).

   g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and

   h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

   i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

      a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 02/20/2023 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

      b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

      c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.

   j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.

   k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

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K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited

Salil Mathew

Head - Talent Acquisition

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Anumulla Suma

Date: 10/11/2022

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EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

a) one location to another; or

b) one team/department/account/function/Business Unit to another; or

c) one project/job to another; or

d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.

b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.

c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

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5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc, and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribary laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

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5.15 You hereby represent to the Company that:

a) you are legally permitted to reside and be employed in India.

b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.

c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.

d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.

e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.

d) prevent the unauthorized use, dissemination or publication of such Confidential Information.

e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.

f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).

g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.

h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and

i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

a) was in your possession before receiving the same from the Company pursuant to this Letter.

b) is or becomes a matter of public knowledge through no fault of yours; or

c) is rightfully received by you from a third party without a duty of confidentiality.

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6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.

b) results from tasks assigned to you by the Company; or

c) results from the use of premises or personal property (whether tangible or intangible) loaned, leased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

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Department of Training & Placement
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7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini 's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, Internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (I) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (II) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (I) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

(iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

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c.) Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.

(ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

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CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra(hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
   a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
   b) payroll processing agencies for processing my payroll (including reimbursement claims),
   c) law enforcement agencies,
   d) to comply with a judicial/quasi-judicial order,
   e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
   f) insurance companies for the purpose of group insurance, personal accident insurance etc.
   g) service providers providing services for biometric access to office premises for monitoring attendance,
   h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
   a.) affiliates of the Company for administrative purposes and/or audit;
   b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's Intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature:
Date:

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ANNEXURE I (A)

Joining Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

I. **Academic qualification (Highest qualification as applicable):**
- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diploma/ Completion Certification(s) for specialized courses

II. **Employment experience related documents(As applicable):**

a. Current Employer
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
- Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
- Pay slips for last 3 months

b. Previous Employer(s)
- Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s)

III. **Mandatory Documents**
- UAN card copy with KYC as "YES" (not required for freshers)
- E-Aadhar card copy
- Passport size photograph – 4 copies (white background)

IV. **Proof of Identity (Any two):**
- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's Id

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ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

***** You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked *****

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE **is not considered.**
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- These letters should clearly mention your date of joining & last working day with your previous employers

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining***

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

Court Verification Forms

- Court Record form

Note:

All these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders, Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice.

***In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards,
Team HR

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Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1498742

Letter of Intent ("LOI")

Dear Anurudh Merugu,

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.

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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of 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 Capgemini 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 fresherhiring.in@capgemini.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 1498742**
- 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 1498742**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1498742**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

ANNEXURE 1

Anurudh Merugu
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Capgemini

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1766857

Letter of Intent ("LOI")

Dear jogi siddheswari,

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.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1766857**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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ANNEXURE 1

jogi siddheswari
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only).** On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only).** Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
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www.capgemini.com/in-en

Superset ID: 1752703

Letter of Intent ("LOI")

Dear Naga Gopi Pinniboina,

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.

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It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1752703**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

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ANNEXURE 1

Naga Gopi Pinniboina
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

Puneet Kumra
Head - Fresher Hiring

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Offer: Computer Consultancy
Ref: TCSL/DT20218238790/Hyderabad
Date: 14/11/2021

Ms. Naga Sowbhagya Lakshmi Kotnani
Flat No:3,Apartment No:44Near Dumpyard , New Appartments , Singhnagar,
Singhnagar,
Vijayawada-520015,
Andhra Pradesh.
91-9866468220

Dear Naga Sowbhagya Lakshmi Kotnani,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** 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) basis 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 &

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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 **₹14,784/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹5,914/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance
Your variable allowance will be **₹600/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ 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:

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1. **Basic Cover**

   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

   ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**

   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity
You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are 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.

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3. **Training Period**
You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a

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confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. 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.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related

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documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by

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TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore 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.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â 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. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Naga Sowbhagya Lakshmi Kotnani
Designation	Assistant System Engineer-Trainee
Institute Name	Vikas Group Of Institutions

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 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 depicted 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 HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** 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	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	**Bangalore** TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	**Chennai** TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgoan TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	**DELHI – Noida** TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	**Hyderabad** TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	**KOLKATA** TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot – IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	**PUNE** TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. **Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. **Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. **Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **CH VIJAYA**

It is our pleasure to confirm an appointment with our organisation as **"Trainee PSR (Professional Service Representative) "**on behalf of Zaney Pharma Pvt Ltd.

Your total CTC will be INR 2.20 Lakhs /- (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

Probation Term: One year probation period will begin on the day of hire, which may be extended at the discretion of Zaney Pharma Pvt Ltd.

Working Hours: The firm usually operates six days a week.

Leaves: Each year, you will be entitled as Company norms, All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

Location for Employment: Your initial place of employment will be Vijayawada (H Q), Andhra Pradesh. However, depending on the company's needs, you may be transferred to any of the company's branches.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Yours Truly,

(ZANEY PHARMA PVT LTD)

ZANEY PHARMA PVT LTD HYDERABAD

Authorized Signature

Employee Signature

040-47087362
www.zaneypharma.com
info@zaneypharma.com
ZANEY PHARMA PVT LTD.
4-7-18/1/A/7, FIRST FLOOR,
Raghavendra Nagar, Nacharam,
Hyderabad, Telangana - 500076.

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Date: 05. Jan. 2022

Sub: APPOINTMENT LETTER

Greetings, **S DIVYA SAI**

It is our pleasure to confirm an appointment with our organisation as **'Trainee PSR (Professional Service Representative)** 'on behalf of Zaney Pharma Pvt Ltd.

Your total CTC will be INR 2.20 Lakhs /- (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

Probation Term: One year probation period will begin on the day of hire, which may be extended at the discretion of Zaney Pharma Pvt Ltd.

Working Hours: The firm usually operates six days a week.

Leaves: Each year, you will be entitled as Company norms, All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

Location for Employment: Your initial place of employment will be Vijayawada (H Q), Andhra Pradesh. However, depending on the company's needs, you may be transferred to any of the company's branches.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Yours Truly,

(ZANEY PHARMA PVT LTD)

ZANEY PHARMA PVT LTD. HYDERABAD

Authorized Signature

Employee Signature

040-47087362
info@zaneypharma.com
ZANEY PHARMA PVT LTD.
4-7-18/1/A77, FIRST FLOOR,
Raghavendra Nagar, Nacharam,
Hyderabad, Telangana - 500076.

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Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings **B LAKSHMI PRASANNA**

It is our pleasure to confirm an appointment with our organisation as **"Trainee PSR (Professional Service Representative)** "on behalf of Zaney Pharma Pvt Ltd.

Your total CTC will be INR 2.20 Lakhs /- (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

Probation Term: One year probation period will begin on the day of hire, which may be extended at the discretion of Zaney Pharma Pvt Ltd.

Working Hours: The firm usually operates six days a week.

Leaves: Each year, you will be entitled as Company norms, All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

Location for Employment: Your initial place of employment will be Vijayawada (H Q), Andhra Pradesh. However, depending on the company's needs, you may be transferred to any of the company's branches.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Yours Truly,

(ZANEY PHARMA PVT LTD)

ZANEY PHARMA PVT LTD. HYDERABAD

Authorized Signature

Employee Signature

040-47087362
www.zaneypharma.com
info@zaneypharma.com
ZANEY PHARMA PVT LTD.
4-7-181/1/A/7, FIRST FLOOR,
Raghavendra Nagar, Nacharam,
Hyderabad, Telangana - 500076.

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VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **D HARSHA**

It is our pleasure to confirm an appointment with our organisation as **"Trainee PSR (Professional Service Representative)** "on behalf of Zaney Pharma Pvt Ltd.

Your total CTC will be INR 2.20 Lakhs /- (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

Probation Term: One year probation period will begin on the day of hire, which may be extended at the discretion of Zaney Pharma Pvt Ltd.

Working Hours: The firm usually operates six days a week.

Leaves: Each year, you will be entitled as Company norms, All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

Location for Employment: Your initial place of employment will be **Vijayawada (H Q). Andhra Pradesh.** However, depending on the company's needs, you may be transferred to any of the company's branches.

Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Yours Truly,

(ZANEY PHARMA PVT LTD)

ZANEY PHARMA PVT LTD HYDERABAD

Authorized Signature

Employee Signature

040-47087362
info@zaneypharma.com
ZANEY PHARMA PVT LTD.
4-7-16/1/A/7, FIRST FLOOR,
Raghavendra Nagar, Nacharam,
Hyderabad, Telangana - 500076.

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PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **J RAJA SRI**

It is our pleasure to confirm an appointment with our organisation as **"Trainee PSR (Professional Service Representative)** "on behalf of Zaney Pharma Pvt Ltd.

Your total CTC will be INR 2.20 Lakhs /- (per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy.

Probation Term: One year probation period will begin on the day of hire, which may be extended at the discretion of Zaney Pharma Pvt Ltd.

Working Hours: The firm usually operates six days a week.

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Notice Period: You must offer a 90-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to three months.

Yours Truly,

(ZANEY PHARMA PVT LTD)

ZANEY PHARMA PVT LTD. HYDERABAD

Authorized Signature

Employee Signature

040-47087162
zaneypharma.com
info@zaneypharma.com
ZANEY PHARMA PVT LTD.
4-7-18/1/A/7, FIRST FLOOR,
Raghavendra Nagar, Nacharam,
Hyderabad, Telangana - 500076.

Training & Placement Officer
Department of Training & Placement
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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings **K CHANDRA KANTH**

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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Date: 05. Jan. 2022

Sub: APPOINTMENT LETTER

Greetings, **K CHENNAKESHAVULU**

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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **K SAI VINEETH**

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Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **L KISHORE**

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Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **M SOWJANYA**

It is our pleasure to confirm an appointment with our organisation as **"Trainee FSR (Professional Service Representative) "**on behalf of Zaney Pharma Pvt Ltd.

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Yours Truly,

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ZANEY PHARMA PVT LTD HYDERABAD

Authorized Signature

Employee Signature

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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **P SUDHEER BABU**

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Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **R BHAGYAVALLI**

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Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

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Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **V POOJA**

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Vijayawada Rural, NTR Dist., A.P.

Date: **05. Jan. 2022**

Sub: APPOINTMENT LETTER

Greetings, **Z SINDHU PRIYA**

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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

epi EPISOURCE

Date : 21. Jan. 2022

Dear G SAI RAJENDRA,

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact that we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

With reference to our Offer Letter dated14 March 2022. We are pleased to appoint you as Trainee - CRP effective 17 March 2022.

Please note that the terms and conditions of your service contract as intimated here after, is to be treated as strictly confidential and you are not to divulge its content to any employee of the company/person connected with the company, who is not authorized by the management.

All information regarding your compensation, benefits and performance appraisal are to be treated as strictly confidential. Hence discussions or sharing of information with other employees either in public or private is strictly prohibited.

We are congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

You are advised to sign and return the duplicate of this letter as token of your acceptance.

We look forward to a long rewarding career with Episource.

With best Wishes,
For Episource India Pvt Ltd

Manjulaa Palanisamy
Associate Vice President - HR

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
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Date : 21. Jan. 2022

Dear A YASWANTH

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Manjulaa Polanisamy
Associate Vice President - HR

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
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Date : 21, Jan, 2022

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Manjulaa Palanisamy
Associate Vice President - HR

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Manjulaa Palanisamy
Associate Vice President - HR

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Department of Training & Placement
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epi EPISOURCE

Date : 21. Jan. 2022

Dear G DIVYA

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Date : 21. Jan. 2022

Dear K ANUSHA

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Manjulaa Palanisamy
Associate Vice President - HR

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

epi EPISOURCE

Date : 21, Jan, 2022

Dear MAMATHA SAI

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact that we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

With reference to our Offer Letter dated **14 March 2022. We are pleased to appoint you as Trainee - CRP effective 17 March 2022.**

Please note that the terms and conditions of your service contract as intimated here after, is to be treated as strictly confidential and you are not to divulge its content to any employee of the company/person connected with the company, who is not authorized by the management.

All information regarding your compensation, benefits and performance appraisal are to be treated as strictly confidential. Hence discussions or sharing of information with other employees either in public or private is strictly prohibited.

We are congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

You are advised to sign and return the duplicate of this letter as token of your acceptance.

We look forward to a long rewarding career with Episource.

With best Wishes,
For Episource India Pvt Ltd

Manjulaa Palanisamy
Associate Vice President - HR

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

epi EPISOURCE

Date : 21. Jan. 2022

Dear K PRAMEELA RANI

Sub: Appointment Letter

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We look forward to a long rewarding career with Episource.

With best Wishes,
For Episource India Pvt Ltd

Manjulaa Palanisamy
Associate Vice President - HR

Training & Placement Officer
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PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

epi EPISOURCE

Date : 21. Jan. 2022

Dear R JAGADHEESH

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact that we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

With reference to our Offer Letter dated 14 March 2022. We are pleased to appoint you as Trainee - CRP effective 17 March 2022.

Please note that the terms and conditions of your service contract as intimated here after, is to be treated as strictly confidential and you are not to divulge its content to any employee of the company/person connected with the company, who is not authorized by the management.

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With best Wishes,
For Episource India Pvt Ltd

Manjulaa Palanisamy
Associate Vice President - HR

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sms
pharmaceuticals ltd
Plot No.72, H. No.8-2-334/3 & 4
Road No.5, Opp. SBI Executive
Banjara Hills, Hyderabad-500 034
Tel: +91-40-25259999
CIN: L24239TG1987PLC008066

OFFER LETTER

Dear D MADHAVI

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

A formal Appointment Letter will be issued to you at the time of joining the Company. You will be governed by the Terms & Conditions of Employment specified in the Appointment Letter.

You are requested to bring photocopies of the following documents for submission and Originals of the same for verification at the time of joining.

1) Proof of Date of Birth (Mark sheets of SSLC / HSC certificates).
2) Original Educational Qualification Certificates.
3) Relieving letter from the previous Employer and all Experience Certificates.
4) If applicable, Form No.16 from the previous Employer.
5) If applicable, Salary slips of last three months.
6) PAN Card, Driving License and Aadhaar Card copies

You are required to join our Company at the earliest, in any case not later than **23-May-2022.**

This Offer Letter is issued in duplicate. You are requested to confirm your acceptance of our Offer by signing and returning the duplicate copy to us immediately.

We look forward to your joining the SMS Pharma Team.

With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

Training & Placement Officer
Department of Training & Placement
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CIN: L24239TG1987PLC008066

OFFER LETTER

Dear **J NAGESWERAMMA**

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee in the QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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With best wishes,

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M. Mohan Reddy
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OFFER LETTER

Dear K NIHARIKA

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

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OFFER LETTER

Dear K KEERTHI

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

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OFFER LETTER

Dear M DINESH KUMAR

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

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OFFER LETTER

Dear **N NAVA KANTH**

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

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Dear **P V NELLA NIKITHA**

OFFER LETTER

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

Training & Placement Officer
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CIN: L24239TG1987PLC008066

OFFER LETTER

Dear V DIVYA SRI

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

Training & Placement Officer
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CIN: L24239TG1987PLC008066

OFFER LETTER

Dear S TEJA SRI

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A formal Appointment Letter will be issued to you at the time of joining the Company. You will be governed by the Terms & Conditions of Employment specified in the Appointment Letter.

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6) PAN Card, Driving License and Aadhaar Card copies

You are required to join our Company at the earliest, in any case not later than **23-May-2022.**

This Offer Letter is issued in duplicate. You are requested to confirm your acceptance of our Offer by signing and returning the duplicate copy to us immediately.

We look forward to your joining the SMS Pharma Team.

With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

Training & Placement Officer
Department of Training & Placement
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CIN: L24239TG1987PLC008066

OFFER LETTER

Dear V SAHITHI

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

Training & Placement Officer
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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

K.C.P. SUGAR AND INDUSTRIES CORPORATION LTD.

An ISO 9001:2008, 14001:2004 & 18001:2007 Certified Company
Main Road, Vuyyuru - 521 165, Krishna District, Andhra Pradesh.
☎ : 08676-232001/02, Fax : 08676-232640, E-mail : vjwkcpvyr@gmail.com

Date: 03 JAN, 2022.

Dear M VIJAY,

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **K.C.P SUGAR AND INDUSTRIES CORPORATION LTD** in **Management Trainer – A2 grade** in our business on the following terms and conditions:

1. **PLACE OF POSTING:**

   Your initial posting will be at **Vuyyuru, Andhra Pradesh.**

   However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other K.C.P SUGAR AND INDUSTRIES CORPORATION LTD.

   This offer is subject to your joining us on or before 2 May, 2022.

2. **COMPENSATION:**
   Your compensation on a Cost to Company (CTC) basis will be **Rs. 4,75,000/- (Rupees Four Lakh (s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

   Fixed Pay: Rs. 4,75,000/- (Rupees Four Lakh(s) Seventy Five Thousand Only) per annum.

For K.C.P. Sugar and Industries Corporation Ltd.,

VUYYURU 521 165.

MANAGER (HR & ADMIN)

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
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K.C.P. SUGAR AND INDUSTRIES CORPORATION LTD.

An ISO 9001:2008, 14001:2004 & 18001:2007 Certified Company
Main Road, Vuyyuru - 521 165, Krishna District, Andhra Pradesh.
☎ : 08676-232001/02, Fax : 08676-232640, E-mail : vjwkcpvyr@gmail.com

Date: 03 JAN, 2022.

Dear S GOPI SURESH,

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **K.C.P SUGAR AND INDUSTRIES CORPORATION LTD** in **Management Trainer – A2 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

   Your initial posting will be at Vuyyuru, Andhra Pradesh.

   However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other K.C.P SUGAR AND INDUSTRIES CORPORATION LTD.

   This offer is subject to your joining us on or before 2 May, 2022.

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   Your compensation on a Cost to Company (CTC) basis will be **Rs. 4,75,000/- (Rupees Four Lakh (s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

   Fixed Pay: Rs. 4,75,000/- (Rupees Four Lakh(s) Seventy Five Thousand Only) per annum.

For **K.C.P. Sugar and Industries Corporation Ltd.,**

VUYYURU 521 165.

MANAGER (HR & ADMIN)

Training & Placement Officer
Department of Training & Placement
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CIN: L24239TG1987PLC008066

OFFER LETTER

Dear K CHANDRALEKHA,

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee in the QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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6) PAN Card, Driving License and Aadhaar Card copies

You are required to join our Company at the earliest, in any case not later than **23-May-2022.**

This Offer Letter is issued in duplicate. You are requested to confirm your acceptance of our Offer by signing and returning the duplicate copy to us immediately.

We look forward to your joining the SMS Pharma Team.

With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

sms pharmaceuticals ltd
Plot No.72, H. No.8-2-334/3 & 4
Road No.5, Opp. SBI Executive
Banjara Hills, Hyderabad-500 034
Tel: +91-40-25259999
CIN: L24239TG1987PLC008066

OFFER LETTER

Dear S ANANDARAJU

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

A formal Appointment Letter will be issued to you at the time of joining the Company. You will be governed by the Terms & Conditions of Employment specified in the Appointment Letter.

You are requested to bring photocopies of the following documents for submission and Originals of the same for verification at the time of joining.

1) Proof of Date of Birth (Mark sheets of SSLC / IISC certificates).
2) Original Educational Qualification Certificates.
3) Relieving letter from the previous Employer and all Experience Certificates.
4) If applicable, Form No.16 from the previous Employer.
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For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

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Banjara Hills, Hyderabad-500 034
Tel: +91-40-25259999
CIN: L24239TG1987PLC008066

OFFER LETTER

Dear K POOJA PRIYA

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

Training & Placement Officer
Department of Training & Placement
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Road No.5, Opp. SBI Executive
Banjara Hills, Hyderabad-500 034
Tel: +91-40-25259999
CIN: L24239TG1987PLC008066

OFFER LETTER

Dear K NAVEEN BABU

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

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Tel: +91-40-25259999
CIN: L24239TG1987PLC008066

OFFER LETTER

Dear **M JAIPAL**

This is with reference to your application and recent personal discussion we have had with you. We are pleased to Offer you the position of **Trainee** in the **QC Department** in our Organization. You will be posted at our R&D Located at Survey No. 186, 189, & 190, Gagillapur (V), Dundigal, Gandimaisamma (M) Medchal- Malkajgiri (D), Hyderabad, PIN – 500043 under the following terms and conditions.

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With best wishes,

For SMS Pharmaceuticals Ltd.,

M. Mohan Reddy
Talent Acquisition Specialist- Human Resource

Training & Placement Officer
Department of Training & Placement
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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629881
Date: April 01,2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **K VENKATA SIVA PRASAD RAJU,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

Your Corporate Campus Accommodation (Hostel) is completely Free. Our company will completely take care of your monthly accommodation and food/meals expenses.

Limited vacancies are available in our company hostel, if you do not join on the joining date mentioned in your confirmation letter, then you need to look for outside hostel.

Please make sure to bring photocopies of the following documentation on your joining date. **You are required to submit only photocopies; we do not need any originals.**

- 3 Sets of Photocopies of Aadhar card
- 3 Sets of Photocopies of Permanent Account Number (PAN)
- 3 Passport size color photographs
- Photocopies of University Degree Certificates (Graduation/Post Graduation)
- Photocopies of all University/College/Inter/High School mark sheets
- Photocopies of any training certificates

Training & Placement Officer
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Oklahoma 74701

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

- Professional Resume

After submission of photocopies of above listed documents, our Human Resources (HR) Department would release you a detailed employment offer letter. This Job Confirmation Letter is subject to your acceptance of to our company terms and conditions. Our management reserves the right to make appropriate decisions on your Job Offer time to time. Please contact our HR Department if you need any additional information on your joining formalities. We look forward for the long-term employment relationship with you.

Best Regards,

Aparna Vishwanathan

AparnaVishwanathan
Vice-President
Global Human Resources

For Office Administrative Reference Only:

- ✓ Copy Sent to Human Resources (HR) Manager, Banjara Hills, Hyderabad Branch
- ✓ Copy Sent to Human Resources (HR) Manager, Dallas, Texas, US Branch
- ✓ Copy Sent to Human Resources (HR) Manager, Rutland, Vermont, US Branch
- ✓ Copy Sent to Human Resources (HR) Manager, Durant, Oklahoma, US Branch
- ✓ Copy Sent to Human Resources (HR) Manager, Grand Island, Nebraska, US Branch
- ✓ Copy Sent to Human Resources (HR) Manager, McCook, Nebraska, US Branch

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629894

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **M SIVA DURGA RAO,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

Your Corporate Campus Accommodation (Hostel) is completely Free. Our company will completely take care of your monthly accommodation and food/meals expenses.

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- 3 Sets of Photocopies of Permanent Account Number (PAN)
- 3 Passport size color photographs
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- Photocopies of any training certificates

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+91-40-4002 5000 hr@artifint.com

- Professional Resume

After submission of photocopies of above listed documents, our Human Resources (HR) Department would release you a detailed employment offer letter. This Job Confirmation Letter is subject to your acceptance of to our company terms and conditions. Our management reserves the right to make appropriate decisions on your Job Offer time to time. Please contact our HR Department if you need any additional information on your joining formalities. We look forward for the long-term employment relationship with you.

Best Regards,

Aparna Vishwanathan

AparnaVishwanathan
Vice-President
Global Human Resources

For Office Administrative Reference Only:

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- ✓ Copy Sent to Human Resources (HR) Manager, McCook, Nebraska, US Branch

Training & Placement Officer
Department of Training & Placement
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Oklahoma Branch
Nebraska Branch-1
Nebraska Branch-2

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629882

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **N JAYA RAMANI,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

Your Corporate Campus Accommodation (Hostel) is completely Free. Our company will completely take care of your monthly accommodation and food/meals expenses.

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Training & Placement Officer
Department of Training & Placement
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922 N 3rd Ave
Duncan
Oklahoma 74701

Nebraska Branch
McCook
Nebraska 69001

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43/A, Road Number 12, MLA Colony
Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

- Professional Resume

After submission of photocopies of above listed documents, our Human Resources (HR) Department would release you a detailed employment offer letter. This Job Confirmation Letter is subject to your acceptance of to our company terms and conditions. Our management reserves the right to make appropriate decisions on your Job Offer time to time. Please contact our HR Department if you need any additional information on your joining formalities. We look forward for the long-term employment relationship with you.

Best Regards,

Aparna Vishwanathan

AparnaVishwanathan
Vice-President
Global Human Resources

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Training & Placement Officer
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43/A, Road Number 12, MLA Colony
Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629884

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **P VENKATESWARA RAO,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

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Texas 75116

Vermont Branch
66 Allen St
Rutland
Vermont 05701

Oklahoma Branch
522 N 3rd Ave
Durant
Oklahoma 74701

Nebraska Branch-1
608 S Locust St
Grand Island
Nebraska 68801

Nebraska Branch-2
710 E C St
McCook
Nebraska 69001

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

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Banjara Hills, Hyderabad, Telangana 500034, India
✆ +91-40-4002 5000 ✉ hr@artifint.com

Letter Number: ATPL-HYD-629895

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **SK AATHIQ,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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Duncanville
Texas 75116

Vermont Branch
10 Allen St
Rutland
Vermont 05701

Oklahoma Branch
322 N 3rd Ave
Durant
Oklahoma 74701

Nebraska Branch-1
Grand Island
Nebraska 68801

Nebraska Branch-2
McCook
Nebraska 69001

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+91-40-4002 5000 hr@artifint.com

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AparnaVishwanathan
Vice-President
Global Human Resources

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629885

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **V SOBHAN BABU,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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Nebraska Branch
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- Professional Resume

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Best Regards,

Aparna Vishwanathan

AparnaVishwanathan
Vice-President
Global Human Resources

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Letter Number: ATPL-HYD-629886

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **V RAMA CHANDRA REDDY,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

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Letter Number: ATPL-HYD-629883

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **SHAIK JANI,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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Letter Number: ATPL-HYD-629887

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **B TANMAYI,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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AparnaVishwanathan
Vice-President
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Letter Number: ATPL-HYD-629888

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **SK AMEERUDDIN,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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AparnaVishwanathan
Vice-President
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Letter Number: ATPL-HYD-629889

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **K VENKATESH,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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Letter Number: ATPL-HYD-629897

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **Y PRATHAP,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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Letter Number: ATPL-HYD-629890

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **CH TEJA,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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Letter Number: ATPL-HYD-629896

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **J SYAM SUNDER,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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- Photocopies of all University/College/Inter/High School mark sheets
- Photocopies of experience certificates

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

Texas Branch | Vermont Branch | Oklahoma Branch | Nebraska Branch-1 | Nebraska Branch-2

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Artifint Technologies Private Limited
43/A, Road Number 12, MLA Colony
Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

- Professional Resume

After submission of photocopies of above listed documents, our Human Resources (HR) Department would release you a detailed employment offer letter. This Job Confirmation Letter is subject to your acceptance of to our company terms and conditions. Our management reserves the right to make appropriate decisions on your Job Offer time to time. Please contact our HR Department if you need any additional information on your joining formalities. We look forward for the long-term employment relationship with you.

Best Regards,

Aparna Vishwanathan

AparnaVishwanathan
Vice-President
Global Human Resources

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629891

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **K SURESH,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

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Department of Training & Placement
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Vermont Branch
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Durant
Oklahoma 74701

Nebraska Branch-1
Grand Island
Nebraska 68801

Nebraska Branch-2
McCook
Nebraska 69001

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

- Professional Resume

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Best Regards,

Aparna Vishwanathan

AparnaVishwanathan
Vice-President
Global Human Resources

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Banjara Hills, Hyderabad, Telangana 500034, India
✆ +91-40-4002 5000 ✉ hr@artifint.com

Letter Number: ATPL-HYD-629892

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **K PAVANKUMAR,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

Your Corporate Campus Accommodation (Hostel) is completely Free. Our company will completely take care of your monthly accommodation and food/meals expenses.

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Banjara Hills, Hyderabad, Telangana 500034, India
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- Professional Resume

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Best Regards,

Aparna Vishwanathan

AparnaVishwanathan
Vice-President
Global Human Resources

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629899

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **G MADHURI,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

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922 N 3rd Ave
Duncan
Oklahoma 74701
Nebraska Branch-1
Grand Island
Nebraska 68801
Nebraska Branch-2
McCook
Nebraska 69001

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Banjara Hills, Hyderabad, Telangana 500034, India
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- Professional Resume

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Best Regards,

Aparna Vishwanathan

AparnaVishwanathan
Vice-President
Global Human Resources

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Banjara Hills, Hyderabad, Telangana 500034, Indi
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629970

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **PAGADALA PRIYANKA,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

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- Photocopies of any training certificates

Texas Branch
559 W Wheatland Rd
Duncanville
Texas 75116

Vermont Branch
69 Allen St
Rutland
Vermont 05701

Oklahoma Branch
322 N 3rd Ave
Durant
Oklahoma 74701

Nebraska Branch-1
639 S Locust St
Grand Island
Nebraska 68

Nebraska Branch-2
110 E C St

Training & Placement Officer
Department of Training & Placement
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AparnaVishwanathan
Vice-President
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Texas Branch
559 W Wheatland Rd
Duncanville
Texas 75116

Vermont Branch
69 Allen St
Rutland
Vermont 05701

Oklahoma Branch
322 N 3rd Ave
Durant
Oklahoma 74701

Nebraska Branch-1
639 S Locust St
Grand Island
Nebraska 68801

Nebraska Branch
110 E C St
McCook
Nebraska 69001

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Banjara Hills, Hyderabad, Telangana 500034, India
+91-40-4002 5000 hr@artifint.com

Letter Number: ATPL-HYD-629900

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **B PAVAN KALYAN,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

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✆ +91-40-4002 5000 ✉ hr@artifint.com

Letter Number: ATPL-HYD-629893

Date: April 01, 2022
Place: Hyderabad

Job Confirmation Letter

Congratulations Dear **P VENKATA RAJU KUMAR,**

This letter is in reference to your job application and interview process we had with you. After carefully reviewing your academic credentials, we are glad to extend a Job offer to you for the position of "Junior Human Resources (HR) Assistant" at Artifint Technologies Private Limited. As discussed, your office joining date is **April 04, 2022** on **Monday,** please report in our Banjara Hills, Hyderabad branch office at **01:00 PM.**

Your Confirmed Gross (CTC) Salary is Rs.1,32,000/- per year (One Lakh Thirty Two Thousand Rupees Only). Management will consider your salary hike after completing 3-6 months based on your performance.

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Department of Training & Placement
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Oklahoma Branch
622 N 3rd Ave
Durant
Oklahoma 74701
Nebraska Branch-1
Nebraska Branch-2

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear A PUSHPA,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
House Rent Allowance	Rs2,400.00
Conveyance	Rs1,600.00
Medical	Rs1,500.00
Statutory Bonus	Rs2,296.00
GROSS SALARY	Rs14,697.00
PF (12% of Basic) -- Co. Contribution	Rs576.00
Gratuity(4.8% of Basic)*	Rs230.00
ESI (3.25% of Gross) - Co. Contribution	Rs478.00
RETIRALS	Rs1,284.00
FIXED SALARY (p.m.)	Rs15,981.00
FIXED SALARY (p.a.)	Rs191,772.00
Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	June 28, 2022

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.

Training & Placement Officer
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Vijayawada Rural, NTR Dist., A.P.

You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till June 28, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited

Anshul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
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RP - Sanjiv Goenka Group
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firstsource

March 28, 2022

Dear B ROHITHA NAGA DURGA,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

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COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
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For Firstsource Solutions Limited



Anshul Bhargava

Global Head – Human Resources

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Department of Training & Placement
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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear D SOWJANYA,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
House Rent Allowance	Rs2,400.00
Conveyance	Rs1,600.00
Medical	Rs1,500.00
Statutory Bonus	Rs2,296.00
GROSS SALARY	Rs14,697.00
PF (12% of Basic) – Co. Contribution	Rs576.00
Gratuity(4.8% of Basic)*	Rs230.00
ESI (3.25% of Gross) - Co. Contribution	Rs478.00
RETIRALS	Rs1,284.00
FIXED SALARY (p.m.)	Rs15,981.00
FIXED SALARY (p.a.)	Rs191,772.00
Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	June 28, 2022

tatutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / erformance / variable, pay will be applicable as per your eligibility under company policies.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

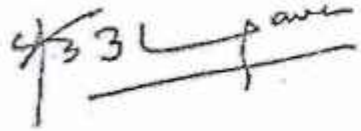
Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till June 28, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited



Anshul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear G SATYA ANEESH,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
P c	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
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Conveyance	Rs1,600.00
Medical	Rs1,500.00
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RETIRALS	Rs1,284.00
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Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

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B. Appointment Details:

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Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

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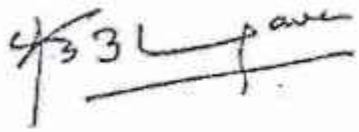
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Thanking You,

For Firstsource Solutions Limited



Anshul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
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PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear **SK IMRAN**,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
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Conveyance	Rs1,600.00
Medical	Rs1,500.00
Statutory Bonus	Rs2,296.00
GROSS SALARY	Rs14,697.00
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RETIRALS	Rs1,284.00
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Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

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B. Appointment Details:

Date of joining	June 28, 2022

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Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

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Anshul Bhargava

Global Head – Human Resources

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VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear K RAJESWARI,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
sic	Rs4,800.00
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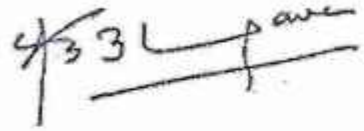
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Thanking You,

For Firstsource Solutions Limited



Anshul Bhargava

Global Head – Human Resources

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Department of Training & Placement
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VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., AP

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear K VINITHA,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
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Performance Pay (p.a)**	Rs6,000.00
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B. Appointment Details:

Date of joining	June 28, 2022

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Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

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VIKAS GROUP OF INSTITUTIONS
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Vijayawada Rural, NTR Dist., A.P.

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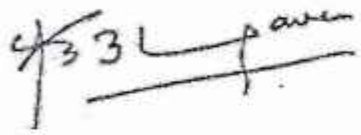
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We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited



Anshul Bhargava

Global Head – Human Resources

Training & Placement Officer
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VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear M PRABHU RAJU,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
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GROSS SALARY	Rs14,697.00
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RETIRALS	Rs1,284.00
FIXED SALARY (p.m.)	Rs15,981.00
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Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

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Date of joining	June 28, 2022

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Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P

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Anhul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
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VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist. A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear P DIVYA,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
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Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

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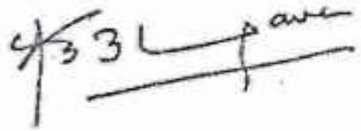
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For Firstsource Solutions Limited



hul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear S SRILALITHADEVI,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
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Anshul Bhargava

Global Head – Human Resources

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NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear **U MEGHANA PRIYA**,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

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Basic	Rs4,800.00
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Anchul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
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VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear V V HANUMA PURNA SASANK,

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ESI (3.25% of Gross) - Co. Contribution	Rs478.00
RETIRALS	Rs1,284.00
FIXED SALARY (p.m.)	Rs15,981.00
FIXED SALARY (p.a.)	Rs191,772.00
Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	June 28, 2022

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till June 28, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited



Rahul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear **K AMRE KAPIL,**

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
House Rent Allowance	Rs2,400.00
Conveyance	Rs1,600.00
Medical	Rs1,500.00
Statutory Bonus	Rs2,296.00
GROSS SALARY	Rs14,697.00
PF (12% of Basic) – Co. Contribution	Rs576.00
Gratuity(4.8% of Basic)*	Rs230.00
ESI (3.25% of Gross) - Co. Contribution	Rs478.00
RETIRALS	Rs1,284.00
FIXED SALARY (p.m.)	Rs15,981.00
FIXED SALARY (p.a.)	Rs191,772.00
Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

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Thanking You,

For Firstsource Solutions Limited

hul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear **A NAGA SWATHI,**

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
House Rent Allowance	Rs2,400.00
Conveyance	Rs1,600.00
Medical	Rs1,500.00
Statutory Bonus	Rs2,296.00
GROSS SALARY	Rs14,697.00
PF (12% of Basic) – Co. Contribution	Rs576.00
Gratuity(4.8% of Basic)*	Rs230.00
ESI (3.25% of Gross) - Co. Contribution	Rs478.00
RETIRALS	Rs1,284.00
FIXED SALARY (p.m.)	Rs15,981.00
FIXED SALARY (p.a.)	Rs191,772.00
Performance Pay (p.a)**	Rs6,000.00
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- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
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B. Appointment Details:

Date of joining	June 28, 2022

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.

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Thanking You,

For Firstsource Solutions Limited

hul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

March 28, 2022

Dear **M RAJA,**

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA, Associate at the company's Vijayawada office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs4,800.00
Special Allowance / FBP	Rs2,101.00
House Rent Allowance	Rs2,400.00
Conveyance	Rs1,600.00
Medical	Rs1,500.00
Statutory Bonus	Rs2,296.00
GROSS SALARY	Rs14,697.00
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Gratuity(4.8% of Basic)*	Rs230.00
ESI (3.25% of Gross) - Co. Contribution	Rs478.00
RETIRALS	Rs1,284.00
FIXED SALARY (p.m.)	Rs15,981.00
FIXED SALARY (p.a.)	Rs191,772.00
Performance Pay (p.a)**	Rs6,000.00
TOTAL ANNUAL CTC (p.a)	Rs197,772.00

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- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
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Date of joining	June 28, 2022

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

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Vijayawada Rural, NTR Dist., A.P.

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This offer is valid till June 28, 2022 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

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Thanking You,

For Firstsource Solutions Limited

Anshul Bhargava

Global Head – Human Resources

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

VIKAS GROUP OF INSTITUTIONS

Nunna (V), Vijayawada (R), Phone : 0866 2469223,224
Affiliated to JNTU K website: www.vikasinstitutionsnunna.org

PHARMACY



M.AKASH SUNDAR KUMAR

Roll No : 229T1S0301
Branch : PHARMACEUTICS
Validity : 2022-2024
Date Of Birth : 10-05-1998



principal

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.

VIKAS

COLLEGE OF ENGINEERING & TECHNOLOGY

Nunna (V), Vijayawada (R), Phone : 0866 2469201,202,204

Affiliated to JNTUK website:www.vikasinstitutionsnunna.org

B.SIVESH



Roll No	: 21NQ1D8701
Branch	: STRUCTURAL
Validity	: 2021-23
Date Of Birth	: 18-08-1999

ECE

Training & Placement Officer
Department
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212,
Vijayawada, Ruralm(NTR Dist.), A.P.

VIKAS GROUP OF INSTITUTIONS

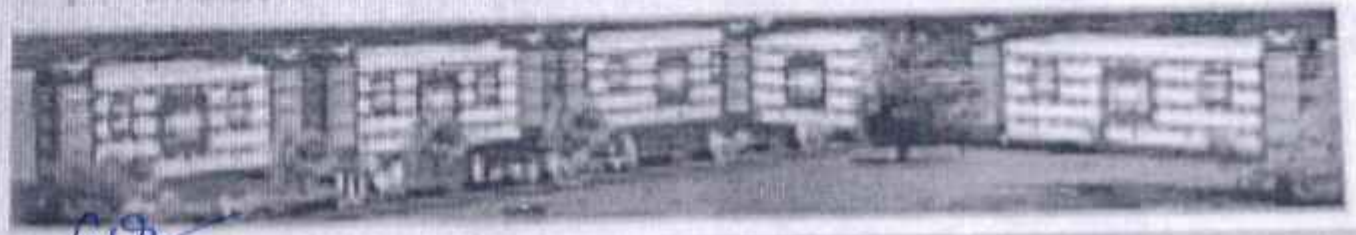
Nunna (V), Vijayawada (R), Phone : 0866 2469223,224
Affiliated to JNTUK website: www.vikasinstitutionsnunna.org

PHARMACY



K.KEERTHI

Roll No : 229T1S0802
Branch : PHARM PRACTICE
Validity : 2022-2024
Date Of Birth : 15-10-2000



principal

Training & Placement Officer
Department of Training & Placement
VIKAS GROUP OF INSTITUTIONS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212.
Vijayawada Rural, NTR Dist., A.P.