



Bharatiya Vidya
Bhavan

Bhavan's Vivekananda College

of Science, Humanities & Commerce
Autonomous College - Affiliated to Osmania University
Accredited with 'A' grade by NAAC
Sainikpuri, Secunderabad - 500094



NAAC RE-ACCREDITATION - 2ND CYCLE

**Criterion V: -
Student Support
and Progression**

5.2.1
Annual Reports and Offer
Letters
2019-2020

Submitted to

National Assessment and Accreditation Council



Bhavan's Vivekananda College
of Science, Humanities and Commerce
Sainikpuri, Secunderabad - 500 094
(Autonomous College)
(Accredited with 'A' Grade by NAAC)

**Career Guidance and Placement Cell
Annual Report - 2019-20**

Bhavan's Vivekananda College of Science, Humanities and Commerce is known for its academic excellence and all-round development of the student. It is one of the sought-after institutions for reputed companies to meet their campus hiring. Career Guidance and Placement Cell (CGPC) acts as a facilitator and provides placement assistance to all its students. The cell regularly conducts career guidance lectures, workshops and training sessions for the students in areas like soft skills, interview facing skills, behavioural skills and thereby making them competent to pursue their career goals.

The CPGC is headed by our principal, Prof Y Ashok. The CGPC coordinator is Dr. Seema Ghosh. All the activities of the CGPC are led by coordinator and assisted by members of CGPC and student volunteers. The objective of CGPC is to link academia with industry, provide career guidance and facilitate job opportunities communicate them to the students seeking employment. Many multinational and Indian companies are regular recruiters of the college. Many companies have expressed their desire to strengthen their association with our institution in many ways.

CGPC has organized various programmes to guide the students on career options and placement opportunities. To strengthen the employability skills of our students, CRT classes, career guidance lectures were organized.

The college is a registered member of Telangana Academy for Skill and Knowledge (TASK), Department of ITE&C, Government of Telangana.

The College has an MOU with EY and CII -Yuva Program.

CGPC Details

Email: placementcellbvc@gmail.com

Dr. Seema Ghosh: 9849307930

Dr. M V S Mahendra: 9246177357

Facebook:

<https://www.facebook.com/Bvcplacementcell-676815729081458/>

Facebook page will serve as an online notice board

CGPC Team

1. Dr. Seema Ghosh, CGPC Coordinator
2. Dr. M V S Mahendra, MBA Incharge
3. Dr. Uma Jayender, Member
4. Mrs. Sreedevi, Member
5. Mr. Ramakrishna, Member
6. Mr. Mahesh , Member
7. Mrs. Vanitha, Member
8. Mrs. Krishna Veni, Member
9. Mrs. V Ashwini, Member
10. Mrs. Rajeshwari, Member
11. Dr. Suresh Y, Member
12. Mr. Narsingh, Member
13. Ms. Pushapalatha, Member
14. Ms. Sreelakshmi, Member

Student Volunteers

Ms. Sree Chandana

Mr. Abhilash

Mr. Koushik

Mr. Manideep

Programs Conducted by CGPC

Sno	Date	Name of the Activity	Agency Involved/Resource Person	Targeted Audience
1	27/06/2019 28/06/2019 29/06/2019	Placement Eligibility Test (PET)	Mr.Venkateshwar Rao K,CRT Elitmus, AMCAT Training Institute of Life Leadership	All UG and PG final year students
2	06/07/2019	Orientation Program on Aptitude	Mr.Crishna Reddy and Vamshi Reddy, Create U	All UG and PG final year students
3	11/07/2019	Life and career in Indian Army	Capt.C.PJiwani, 1, EME Centre,Secunderabad	All UG Second year and Final Year Students
4	16/07/2019 to 26/07/2019	30 hours program on Campus Recruitment Training	Mr.Crishna Reddy and Vamshi Reddy, Create U	For all UG and PG students
4	27/07/2019	Orientation Program for Campus Placements	Principal and CGPC Co-Ordinator	All Registered CGPC Students
5	26/08/2019	Career Opportunities after Graduation	Mr.Crishna Reddy and Vamshi Reddy, Create U	All Registered CGPC Students
6	27/8/2019 28/8/2019 29/8/2019	Resume Preparation and Interview Writing skills	Lt.Col. Meenakshi Pathak	All Registered CGPC Students
7	3/12/2019	Your 5 steps to study in the U.S	Suheil Education, USA adviser, U.S. Consulate General Hyderabad	All UG Students
8	21/12/2019	Realise Your True Potential	Mr. LRV Ramana,Senior Technical Capability Center Leader,Virtusa	Bcom, BBA,BA
9	02/01/2020	Ecell IIT Kanpur &DC Crackers	Aftab Azim, Senior Trainer and Motivational Speaker	Bcom, BBA, BSc, BA
10	10/02/2020	Young Leader Program	Yashwant, ISB	Bcom, BBA, BSc, BA
11	15/02/2020	Career in Civil Services	Mr. Prem Prakash, ICLS, Assistant Director, Ministry of Corporate Affairs	Bcom, BBA, BSc, BA

CGPC - Campus Placement Selects 2019-20

S.No	Name of the Company	Profile	No of Selects	Compensation Per annum
1	ADP	Associate - Pay roll	9	2,25,000
2	Amazon	TRON Associate	11	2,50,000
3	Berkadia	Trainee	5	3,40,000
4	Cognizant Technology Solutions	Programmer - Trainee	44	2,52,000
5	Deloitte	Associate Analyst /Engagement Controller Practice	23	3,30,000 3,82,500
6	Deloitte	Tax	9	6,75,000
7	Energy Tech Global	Operations	11	2,50,000
8	EY	Internal Audit	6	3,50,000
9	Factset	Client Solution Advisor	2	4,30,000
10	Franklin Templeton	Mutual Funds	23	3,53,000
11	Genpact	GTB	34	2,28,000
12	IKS	Revenue Cycle Officer	37	3,50,000
13	ITC (off campus)	Marketing	1	4,75,000
14	Kotak Life (Off Campus)	Sales	2	3,50,000
15	Regalix	Associate Consultant	24	3,00,000
16	Reliance Jio (Off campus)	Marketing	6	3,50,000
17	Ryan	Tax	2	3,17,000

18	S&P Global	Data Researcher	2	4,07,000
19	SAP	Scholar Program	2	1,98,000
20	State Street	Financial Associate	24	3,00,000
21	Sutherland	Technical Support	15	2,50,000
22	Tech Mahindra	Associate-Technical Support	7	1,80,000
23	Thomson Reuters(Off Campus)	Trainee Publishing Specialist	2	2,60,000
24	TIME	Marketing	3	5,00,000
25	Verity	Operator – Document Specialist	6	4,63,440
26	Water Health	Management Trainee	1	4,50,000
27	Wipro Step-up (Off campus)	Financial Analysts	2	2,50,000
28	Wipro Wase/Vista(Off Campus)	Work Integrated Learning Program	11	1,88,544
	Total		324	

Internship Details

S.No	Name of the Company	Profile	No of Selects
1	Deloitte	Tax	6
2	ITC	Marketing	1
3	IBM (Questalliance)	Stem for Girls	11
4	Voice 4 Girls	Project Officer	13

Campus Industry Connect Programmes

S.No	Date	Name of the Program	Organizing Agency	Faculty Attended
1	15 th November, 2019	Reimagining the future of Higher Education”	CII Telangana in collaboration with Telangana State Higher Education Council (TSCHE) & JNTU Hyderabad	Dr. Seema Ghosh Dr. M V S Mahendra
2	20 th January, 2020	Empowered Educators	Deloitte	Ms. B Niramathi Dr. Seema Ghosh
3	22 nd February, 2020	Tax campus connect Event	Deloitte	Dr. Seema Ghosh Dr. M V S Mahendra

CII Young India Events and Programs for CII Yuva Registered Students.

Sno	Date	Name of the Event	Venue
1	24/9/2019	Mahatma@150	Bhavans Vivekananda College of Science, Humanities and Commerce
2	30/01/2020	Homage to Mahatma	Boys Town High School, Jahanuma, Hyderabad

Compensation Details

1	Maximum Salary (p.a.)	Rs. 6,75,000
2	Average Salary (p.a.)	Rs. 3,27,000
3	Minimum Salary (p.a.)	Rs. 1,80,000

Table showing the information of Stream and gender wise campus selects - 2019-20

Course	Gender		Grand Total
	Female	Male	
B.Com (Computers)	34	9	43
B.Com (Honors)	39	28	67
B.Com (Regulars)	22	22	44
B.Sc (MBIC) III Year	1		1
B.Sc (MECS)	9	7	16
B.Sc (MPCS)	13	17	30
B.Sc (MSCS)	18	13	31
BBA	22	10	32
BCA	5	5	10
M.Com	2	2	4
MBA	18	28	46
Grand Total	183	141	324

Table showing the information of Stream wise campus selects - 2019-20

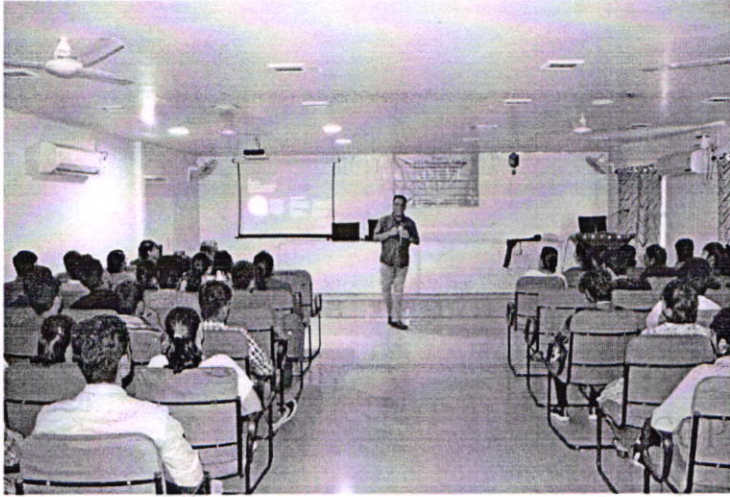
Company	Program graduated from											Grand Total
	B.Com (Comp)	B.Com (Hons)	B.Com (Reg)	B.Sc (MBIC)	B.Sc (MECS)	B.Sc (MPCS)	B.Sc (MSCS)	BBA	BCA	M.Com	MBA	
Kotak Life											2	2
ADP	1	3	3			1	1					9
Amazon	1	6	1		1		1	1				11
Berkadia (Off campus)										1	4	5
Cognizant Technology Solutions					11	12	13		8			44
Deloitte (MBA)											9	9
Deloitte	2	9	7		1	1	2	1				23
Energy Tech Global	3	2	1			2		3				11
EY		5						1				6

Factset											2	2
FranklinTempleton	2	3	1			2	1	5			9	23
Genpact	20	7	5			1				1		34
IKS	5	11	11	1		3	1	4	1			37
ITC(Off Campus)											1	1
Regalix	2	4	6			3	1	8				24
Reliance Jio (Off campus)											6	6
Ryan										1	1	2
S&P Global											2	2
SAP					1	1						2
State Street	3	13	2					5		1		24
Sutherland	4	1	7		1		2					15
Tech Mahindra		2					2	3				7
ThomsonReuters(Off Campus)							2					2
TIME											3	3
Verity											6	6
Water Health											1	1
Wipro (Off campus)					1	4	5		1			11
Wipro Step-up (Off campus)		1						1				2
Grand Total	43	67	44	1	16	30	31	32	10	4	46	324

Table showing summary of campus selects 2015 to 2020

Sl.No	Company	2015-16	2016-17	2017-18	2018-19	2019-20
1	ADP	7	8	19	12	9
2	AGS	-	34	-	-	
3	AIR - World Wide	-	-	-	3	
4	AMAZON	19	44	47	38	11
5	Asian paints	1	-	-	-	
6	AXIS	-	1	-	-	
7	Berkedia	4	-	-	-	5
8	Biological E	2	-	-	-	
9	Broadridge	-	-	-	11	
10	Cap Gemini	-	-	3	-	
11	S & P (CAPITAL IQ)	1	-	3	6	
12	COGNIZANT	9	-	36	19	44
13	DELOITTE	24	30	30	32	32
14	Directi	5	-	-	-	
15	Dupont	-	-	-	-	
16	E & Y	3	4	3	5	6
17	Energy Tech Global	-	-	-	5	11
18	FACE BOOK	-	-	-	-	
19	FACTSET	59	42	37	43	2
20	FRANKLIN TEMPLETON	25	38	23	8	23
21	FTD Ltd.	1	-	-	-	
22	GENPACT	37	25	28	-	34
23	GKB labs	-	-	-	1	
24	GODREJ	-	-	-	-	
25	Goldman Sachs	9	-	-	-	
26	HGS (EBOS)	6	-	-	17	
27	IKS	-	-	15	4	37
28	ICICI SEC	2	1	1	-	
29	Infoedge	-	-	-	-	
30	Infosys	-	27	19	-	
31	ITC	-	-	-	2	1
32	Karvy Ltd	-	-	11	2	
33	Kotak Life	-	-	-	-	2
34	KPMG	2	3	-	-	

35	Micro Excel	-	-	1	-	
36	Pepsico	-	-	3	-	
37	Raam Group	-	-	1	-	
38	Regaliax	-	-	11	17	24
39	Revenatics	-	-	8	22	
40	Reliance Jio					6
41	RYAN	-	14	8	8	2
42	S & P			3	6	2
43	SAP	-	1	-	1	2
44	State Street	-	-	30	27	24
45	Sutherlands Global Services	75	134	45	30	15
46	Teach for India	-	-	1	-	
47	TCS		11	-	-	
48	Tech Mahindra	6	-	-	10	7
49	Thomson Reuters					2
50	T.I.M.E					3
51	UBER	6	7	-	6	
52	Unisys	12	8	-	-	
53	UNITED ONLINE	-	-	-	3	
54	VIRTUSA	10	-	-	-	
55	Verity					6
56	We Make Scholars	-	-	3	-	
57	Water Health	4	-	9	-	1
58	Wipro Step-up			2	2	2
59	WIPRO	80	36	5	2	11
	Total	409	468	400	334	324



Seema Ghosh

SA



11 February, 2020

Ms. Mounika Sreeram,
3-118/7A, Medhcal-Malkajgiri ,
Thumkunta, Behind TVS Showroom,
Secunderabad 500078.

Dear Mounika,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to extend an offer for you to be a part of our organization. Please find the offer details below:

Position: Customer Service Representative

Grade: G1 L1

Start date: On or Before 10 August, 2020

Compensation: Gross Compensation of Rs.2,25,000/- (Rupees Two Lakhs Twenty Five Thousand Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP. (Details are attached)

Probation & Notice Period: You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits per ADP's policy & your employment with the Company is terminable by serving a notice of fifteen days on either side. On successful completion of probation period, the notice period would be of sixty days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

Place of work: Your initial place of work will be at Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

Vipul Singh
(Divisional Vice President & Head of HR)

11 February, 2020

Ms. Preeti Chanda Mallick,
Flat No-346,Block no 8, Janapriya Township ,
Mallapur, Ganapathi Temple,
Secunderabad 500076.

Dear Preeti Chanda,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to extend an offer for you to be a part of our organization. Please find the offer details below:

- Position:** Customer Service Representative
- Grade:** GI L1
- Start date:** On or Before 10 August, 2020
- Compensation:** Gross Compensation of Rs.2,25,000/- (Rupees Two Lakhs Twenty Five Thousand Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP. (Details are attached)
- Probation & Notice Period:** You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits per ADP's policy & your employment with the Company is terminable by serving a notice of fifteen days on either side. On successful completion of probation period, the notice period would be of sixty days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.
- Place of work:** Your initial place of work will be at Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

Vipul Singh
(Divisional Vice President & Head of HR)

Details of Compensation

Name : Preeti Chanda Mallick
Position : Customer Service Representative
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	4,690	56,280
• House Rent Allowance (40% of Basic Salary)	1,876	22,512
• Flexible Benefits**	2,207	26,484
• Special Allowance	4,342	52,104
B. Bonus (20% of Basic Salary Paid Monthly)	938	11,256
C. Standard Benefits		
• Provident Fund***	1,346	16,152
• Gratuity	226	2,712
Gross Compensation (A+B+C)	15,625	1,87,500

Variable Performance Incentive (VPI)# (will range from 0% to 175% based on performance)	0%	100%	175%
		0	22,500
EOC Allowance		15,000	
Total CTC (Gross + VPI + EOC Allowance)##		2,25,000	

* Indian Rupees

** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the organization.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. Which will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

15. Background Checks / Advanced Background Checks

Background checks (Address, Criminal, Education, Employment, Reference checks or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Criminal, Education & Employment from the time the associate turned 18 till present along with Address details where the associate has resided in the past 10 years) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

14 October, 2020

Ms. Rashmi Preeti S,
#19-144, Street No. 04,
Gautam Nagar, Water Tank, Malkajgiri,
Hyderabad 500047.

Dear Rashmi Preeti,

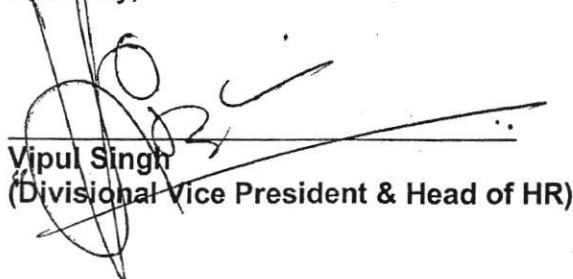
Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

- Position:** Process Associate
- Grade:** G1 L1
- Date of Joining:** On or Before 27 October, 2020
- Compensation:** Gross Compensation of Rs.2,25,000/- (Rupees Two Lakhs Twenty Five Thousand Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP. (Details are attached)
- Probation & Notice Period:** You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits per ADP's policy & your employment with the Company is terminable by serving a notice of fifteen days on either side. On successful completion of probation period, the notice period would be of sixty days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.
- Place of work:** Your initial place of work will be at **Hyderabad**. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms & conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,


Vipul Singh
(Divisional Vice President & Head of HR)

18 February, 2020

Ms. Shiva Kumar Sanjana,
1-19-86, Kotha Basthi ,
Near Darga, Venkatapuram,
Secunderabad 500087.

Dear Shiva Kumar,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to extend an offer for you to be a part of our organization. Please find the offer details below:

Position: Customer Service Representative

Grade: G1 L1

Start date: On or Before 17 August, 2020

Compensation: Gross Compensation of Rs.2,25,000/- (Rupees Two Lakhs Twenty Five Thousand Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP. (Details are attached)

Probation & Notice Period: You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits per ADP's policy & your employment with the Company is terminable by serving a notice of fifteen days on either side. On successful completion of probation period, the notice period would be of sixty days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

Place of work: Your initial place of work will be at Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

Vipul Singh
(Divisional Vice President & Head of HR)

Details of Compensation

Name : Shiva Kumar Sanjana
Position : Customer Service Representative
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	4,690	56,280
• House Rent Allowance (40% of Basic Salary)	1,876	22,512
• Flexible Benefits**	2,207	26,484
• Special Allowance	4,342	52,104
B. Bonus (20% of Basic Salary Paid Monthly)	938	11,256
C. Standard Benefits		
• Provident Fund***	1,346	16,152
• Gratuity	226	2,712
Gross Compensation (A+B+C)	15,625	1,87,500

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)	0%	100%	175%
		0	22,500
EOC Allowance		15,000	
Total CTC (Gross + VPI + EOC Allowance)^{##}		2,25,000	

* Indian Rupees

** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

[#] These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

^{##} Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations



image006.png

2K

STK, Praveen (CORP) <Praveen.Kunchapudi@adp.com>
To: Bhavans Placements <placementcellbvc@gmail.com>

Mon, Dec 30, 2019 at 12:06 PM

Hi Seema,

Glad to share that we offered the below candidates. To generate offers, I would need the below details of all the selected candidates. Besides the details, please share soft copy of resumes.

Student Name	Course	Personal Email ID	Aadhar Number
Sreeram Mounika	B.Com(Hons)		
Preeti Chanda Mallick	B.Com(Commerce)		
S.Rashmi Preeta	B.Com(Hons)		
T V Sri Saranya	B.Com(Hons)		
Akella Srinitya	B.Com(Reg)		
S.Sanjana	B.Com(Reg)		
Kannuri Rani Naga Tejaswini Devi	B.Com(Reg)		
Saba Anjum Khanam	B.Sc(M.Pcs)		
K. Niharika	B.Sc(M.SCs)		

[Quoted text hidden]

[Quoted text hidden]



Bhavans Placements <placementcellbvc@gmail.com>

List of Registered students for campus placements

4 messages

Bhavans Placements <placementcellbvc@gmail.com>

Tue, Dec 24, 2019 at 2:55 PM

To: "STK, Praveen (CORP)" <Praveen.Kunchapudi@adp.com>

*Dear Praveen ,**Greetings for the Day**Please find the enclosed attachment of the registered students for campus placement on 27th December 2019**Thanks and Regards,**Dr. Seema Ghosh**Associate Professor and Placement Coordinator**Bhavans Vivekananda College**9849307930.*

On Sun, Dec 22, 2019 at 10:16 PM STK, Praveen (CORP) <Praveen.Kunchapudi@adp.com> wrote:

Hi Seema,

Sharing the JD again. We are looking for voice profiles. Below is the campus process flow. As discussed, we will do the drive on **27th December 2019**.

Campus Drive – Process Flow :

- Pre-placement talk by senior leader
 - Seminar hall with Projector, screen, mike and slide changer
- Online Pariksha Test :
 - Lab with desktops
 - Good Wifi connection
 - All desktops to have chrome browsers
- Interview rooms – 5 rooms
 - 2 operations rounds
 - 1 HR round

Voice mate test – We would need headsets with speakers. We would need at least 8-10 sets of this. We might need this immediately post the Pariksha test.

I am copying Pratap from Pariksha team to help you check the system compatibility. Please reach out to Pratap on his mobile – **9100099937**

Pratap – Please do the needful.



Praveen Kunchapudi
Deputy Manager, Talent Acquisiton

“Fortune 9”, Somajiguda
Raj Bhavan Road, Hyderabad

Office : +91-40-67578114
Hand Phone : +91-8886470470
praveen.kunchapudi@adp.com



A.V.A - Get instant answers to queries
about your benefits and policies!

From: STK, Praveen (CORP)
Sent: Sunday, December 15, 2019 6:13 PM
To: Bhavans Placements <placementcellbvc@gmail.com>
Subject: RE: NIRF Ranking - Employers Perception - Reg.

Hi Seema,

Request if we can have the drive on either 26th or 27th December 2019. Please check and let me know. Thank you.

CTC is INR 2.25 lacs and eligibility is all B.Com and B.Sc students with 60% and above throughout academics.

Thank you



Praveen Kunchapudi
Deputy Manager, Talent Acquisiton

“Fortune 9”, Somajiguda
Raj Bhavan Road, Hyderabad

Office : +91-40-67578114
Hand Phone : +91-8886470470
praveen.kunchapudi@adp.com





mittapally bhavani <bhavani131999@gmail.com>

Selection with Amazon for TRON Associate_Hyderabad_ 19th Oct 2020

Pradeep, Bethaveen <jpradee@amazon.com>

Sun, Sep 27, 2020 at 2:16 PM

To: "bhavani131999@gmail.com" <bhavani131999@gmail.com>

Dear Mittapally bhavani ,

Congratulations on being selected to work with Amazon India. We are pleased that you will shortly be working with us and we hope that you will have a long and fruitful career with Amazon.

You will be joining Amazon as TRON Associate and your date of joining will be 19th October 2020.

Your **gross salary** for the role will be 2,50,000 INR per annum.

Please reply to this email with your acceptance **within 24 hours** of receiving this email.

Please note the following for your onboarding:

- You will receive an email to submit documents for background verification from india-bgc-support@amazon.com / support@attest360.com (Attest 360 portal) and upon completing your documentation you shall receive your offer letter details from MyDocs-noreply@onbaseonline.com.
- Pan card, Aadhar card & bank account are mandatory to join Amazon, so please ensure that you have these documents ready with you.
- Your selection and employment with Amazon is subject to successful background verification clearance.

Note: You will not be eligible for this role, if you are already an Amazon employee.

Below are few important points to note & acknowledge:

- We are allowing all our employees to work from home till the COVID- 19 situation eases and you will also be able to work from home from your current location. However, you have to relocate to your place of posting once the situation eases or as and when you are required to relocate.
- IT equipment will be delivered to your current address to enable work from home option.
- You have to set up internet connection before your joining date with a speed range of 50-100 MBPS.
- Candidates with backlogs or pending exams/viva/project are not eligible for joining at this point, please revert to this email and inform recruiter in such scenario.

Look forward to having you on board.

Best Regards,

Amazon Recruitment Team.



Development Centre
(India) Private Limited

LETTER OF INTENT

Date: 27-1-20

Full Name: Gwnaz

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Associate** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

Please note, your appointment in the Company will be confirmed only on executing the detailed offer letter and NDA, which may be issued to you at a later date.

Terms and Conditions: Post Offer and Acceptance

- As per Company Business Requirements, you will be issued an offer letter with a proposed date of joining before 31st June 2020.
- The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up another offer employment (other than with the Company) before issue of the Offer Letter.
- The Company reserves the rights to revise the proposed salary and benefits as per prevailing levels of pay at the time of issue of the Offer Letter and thereafter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part.
- **Probation**
You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.
- **Hours of work**
The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. Your work may entail rotational shifts or related requirements for respective teams.
- **Place of Work**
You should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.
- **New Hire Background Investigation**
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



Development Centre
(India) Private Limited

LETTER OF INTENT

Date: 27/11/2020

Full Name: Shivani Haridas Pitta

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Associate** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only)** per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

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Development Centre
(India) Private Limited

LETTER OF INTENT

Date:

Full Name:

Krishna Kotariya

Dear

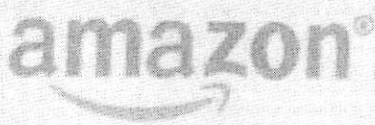
With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Associate** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

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- **Place of Work**
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- **New Hire Background Investigation**
It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.



Development Centre
(India) Private Limited

LETTER OF INTENT

Date: 31/1/2020

Full Name: kavati kavati

Dear ☺

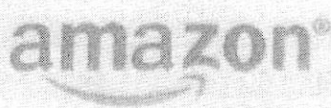
With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of *TRON Associate* at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum. In addition, you will be eligible for benefits as per company policies at the time of joining.

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Development Centre
(India) Private Limited

Please note the following:

- You should not have any active backlogs during the time of the selection process and at the time of offer. In case you have accrued a backlog/backlogs post selection process, you will have to mandatorily clear the backlogs prior to the date of offer. The LOI will stand cancelled if the candidate has backlog/backlogs on the date of offer.
- Candidates who have been provided LOI shall not be eligible to apply for any other position in Amazon during the pendency of the LOI.
- For any queries or questions, please write to us on campus-nontech@amazon.com or ipradee@amazon.com.
- You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

Yours sincerely

For and on behalf of AMAZON DEVELOPMENT CENTER INDIA PVT LTD

Rawi Manchikanti,
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company.

Signature

Date



Development Centre
(India) Private Limited

LETTER OF INTENT

Date: 27-01-2020

Full Name: Guggilla Bharadwaj

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to provide you the Letter of Intent (LOI) for a position of **TRON Associate** at Amazon Development Center India Pvt. Ltd ("Company").

In case you are offered the position, you would be eligible for a base compensation of **Rs.250,000 (Rupees Two Lakhs Fifty Thousand Only) per annum**. In addition, you will be eligible for benefits as per company policies at the time of joining.

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It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
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Development Centre
(India) Private Limited

Please note the following:

- You should not have any active backlogs during the time of the selection process and at the time of offer. In case you have accrued a backlog/backlogs post selection process, you will have to mandatorily clear the backlogs prior to the date of offer. The LOI will stand cancelled if the candidate has backlog/backlogs on the date of offer.
- Candidates who have been provided LOI shall not be eligible to apply for any other position in Amazon during the pendency of the LOI.
- For any queries or questions, please write to us on campus-nontech@amazon.com or jpradee@amazon.com.
- You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

Yours sincerely

For and on behalf of AMAZON DEVELOPMENT CENTER INDIA PVT LTD

Ravi Manchikanti,
Recruitment Manager

ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company:

Signature

Date

27-01-2020



Bhavans Placements <placementcellbvc@gmail.com>

RE: Campus Recruitment Drive for Amazon _ TRON

3 messages

Pradeep, Bethaveen <jpradee@amazon.com>

Fri, Dec 27, 2019 at 12:26 PM

To: "placementcell@bhavansvc.org" <placementcell@bhavansvc.org>, "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>

Hi Dear Seema,

Request your confirmation on below to proceed with next steps.

Regards

Pradeep

From: Pradeep, Bethaveen**Sent:** Sunday, December 22, 2019 10:09 PM**To:** 'placementcell@bhavansvc.org' <placementcell@bhavansvc.org>; 'placementcellbvc@gmail.com' <placementcellbvc@gmail.com>**Subject:** Campus Recruitment Drive for Amazon _ TRON

Hi ,

Greetings from the Amazon Recruitment Team!

We would like to visit your college for a pooled hiring event on Jan 23, 2020 to hire for the Non-Technology Teams in Amazon. Please find below a brief about Amazon and compensation details. I have attached the Job Description of the roles as well. Kindly revert to this mail with a confirmation.

Company Profile*"Many of the problems we face have no textbook solution, and so we happily invent new ones." – Jeff Bezos*

Amazon.com – a place where builders can build. We hire the world's brightest minds and offer them an environment in which they can invent and innovate to improve the experience for our customers. A Fortune 100 company based in Seattle, Washington, Amazon is the global leader in e-commerce. Amazon offers everything from books and electronics to apparel and diamond jewelry. We operate sites in Australia, Brazil, Canada, China, France, Germany, India, Italy, Japan, Mexico, Netherlands, Spain, United Kingdom and United States, and maintain dozens of fulfillment centers around the world which encompass more than 26 million square feet.

Amazon teams in India work on complex business challenges to innovate and create efficient solutions that enable various Amazon businesses, including Amazon websites across the world as well as support Payments, Transportation, and Digital products and services like the Kindle family of tablets, e-readers and the store. We are proud to have some of the finest talent and strong leaders with proven experience working to make Amazon the Earth's most customer-centric company.

Candidates are required to carry the following things:

- PAN Card
- 2 copies of their latest updates resume
- 2 passport size photographs
- Headphones with mic
- Copy of all the mark sheets

Job Location: Hyderabad**Role Type:** Permanent**Designation:** TRON Associate**Compensation Details:****Base Salary:** INR 2,50,000 per annum**Eligibility:**

- 2020 pass out, with no active backlog. Graduation or above.
- All papers should be cleared. No backlogs

AMAZON TRON

Candidate First Name	Candidate Last Name	Candidate Date Phone No	Candidate EmailID	Candidate Date of Birth	Interview Location	Location	Source Specific	Alternate Contact Number	Gender	Education Qualification	Current Company	Permanent Address	Status
krishna	kolariya	8639629015	krishnakolariya07@gmail.com	27-Sep-99	NonTech - Campus	Hyderabad	Bhavans vivekananda college	8106760953	Male	Grad - Non Tech	Fresher	4-4-65/2 gunj bazar near mahankali police station secunderbad	Ops Select
ameedunni	begum	9849546281	hameedunnissa984@gmail.com	11-May-99	NonTech - Campus	Hyderabad	Bhavans vivekananda college	7095610896	Female	Grad - Non Tech	fresher	12-1-1119/13/B North lalaguda secunderabad	Ops Select
panga	pouja	8977267625	poojareddy231999@gmail.com	23-06-1999	NonTech - Campus	Hyderabad	Bhavans vivekananda college	9866635520	Female	Grad - Non Tech	Fresher	2-9-181/1/74NEW BHARATH NAGARUPPAL	Ops Select
Shivani	Pitla	8096764765	shivanipitlah@gmail.com	13-Oct-99	NonTech - Campus	Hyderabad	Bhavans vivekananda college	9912345798	Female	Grad - Non Tech	fresher	12-10-586/1/1 sri sukhibhava apt indira nagar road no -	Ops Select
Tanuja	Chavali	7659961257	tanujachavali03@gmail.com	03-Dec-99	NonTech - Campus	Hyderabad	Bhavans vivekananda college	9100494472	Female	Grad - Non Tech	Fresher	FNo.201 Aditya Arcade Sainathpuram Dr.AS Rao Nagar Hyderabad	Ops Select
Bhavani	Mittapally	9652558669	bhavani131999@gmail.com	13-Nov-99	NonTech - HYD	Hyderabad	Bhavans vivekananda college	8106887523	Female	Grad - Non Tech	Fresher	H-no 18 Block no 6 idh Colony7 New Bhoiguda secunderabad	Ops Select
kavati	kaveri	8106957386	kavatikaveri19@gmail.com	19-05-1999	NonTech - Campus	Hyderabad	Bhavans vivekananda college	9618958734	Female	Grad - Non Tech	fresher	belvedere gardens phase-2 c block flatno-017 padmaraonagar	Ops Select
Rani Naga	Devi	7893622056	kannuruteja@gmail.com	12-06-1998	NonTech - Campus	Hyderabad	Bhavans vivekananda college	9014265397	Female	Grad - Non Tech	FRESHER	House No.1-8-10/1 CSI Church lane North Kamala Nagar ECIL	Ops Select
Guggilla	Bharadwaj	9110743932	guggilla.bharadwaj2000@gmail.com	24-04-2000	NonTech - Campus	Hyderabad	Bhavans vivekananda college	9866053316	Male	Grad - Tech	Fresher	30-280/4 Santhoshima nagar Old safilguda Secunderabad-500056	Ops Select

Likhitha sr	kurella	9553310022	likithakure lla@gmail. com	03-10-2000	NonTech - Campus	Hyderaba d	Bhavans vivekanan da college	8978543388	Femal e	Grad - Non Tech	Fresher	h.no16-181sridurga nilayamlakshmi nagar colony near tkr engg	Ops Select
gulnaz	.	9704517798	naazrmgs 786@gma il.com	14-Aug-99	NonTech - HYD	Hyderaba d	Bhavans vivekanan da college	9704754177	Femal e	Grad - Non Tech	fresher	hno:8-2-80/36/1 mallikarjunagar colony lb nagar hyderabad	Ops Select

OFFER OF APPOINTMENT

Date: 21-January-2020

Dear K Karthik Kumarreddy,

Congratulations!

Further to your interest in being associated with us and the discussion we had, we are pleased to make an offer to you as per the details given below.

Position: You will be designated as "Associate Analyst-1".

Probation Period: Six months from date of joining, this can be extended based on the performance.

Confirmation: Subject to performance after Six months.

Compensation: Your compensation in terms of "Cost to the Company (CTC)" will be Rs. 449600 /- (Four Lakhs Forty Nine Thousand Six Hundred Only).

You will also be entitled to discretionary bonus, after annual appraisal, as per the company policy.

Over and above CTC, you will be eligible for health and life insurance coverage of self, spouse, two children and parents. Other benefits such as Gratuity, EPF will be entitled to you as per company policy.

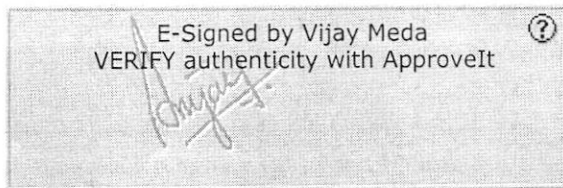
You should be willing to work in any shift as assigned by company including night shift.

Joining Date: 31-Jan-2020. Your reported time would be 10:00am.

A formal "Appointment Letter" detailing the terms and conditions of appointment will be issued on the day of your joining.

We look forward for a long & fruitful association.

For Berkadia Services Pvt. Ltd.



Vijay Meda
Senior Manager - Human Resources

PRIVATE AND CONFIDENTIAL
Berkadia Services India Private Limited

Annexure I

Salary Structure	
Total CTC	449,600
Fixed CTC	300,000
Part A	
Basic Salary	110,100
HRA	55,050
Special Allowance	113,250
Vehicle and Maintenance	-
LTA	-
Employer PF	21,600
Total Part A	300,000
Part B Variable	
Meal Voucher	21,600
Shift Allowance	72,000
Total Part B	93,600
Part C Performance Related Components	
Performance Pay	20,000
Process Allowance	36,000
Total Part C	56,000
Total Gross Part A, Part B & Part C	449,600
Statutory Deductions	
PF Per Annum	21,600
PT Per Annum	2,400
TDS	As Applicable

Over and above the monetary benefits, company provides other allowances\benefits. The list is as follows:

Non-Monetary Benefits

- f) **Annual Health Checkup:** This benefit is applicable to all employees after completion of one year at Berkadia. Under this policy employee is entitled to get a voucher maximum of Rs.1500/- for health screening tests at ITMR, Lucid Diagnostic Center. Employees can avail this benefit once in a year only.
- g) **Corporate Eye Screening Program:** This benefit is applicable to all employees after completion of probation period. The Company's Corporate Eye Screening Program (CESP) is designed to assist employees in taking care of their eyes and eye sight. Employees will benefit from an eye sight test free of charge on an annual basis and the company will contribute Rs.4,000 once in two years towards the cost of spectacles (frames + hard multi coated lenses) where the Optician recommends spectacles or corrective lenses for VDU use only. The Company will not contribute towards the cost of spectacles where they are required for general use.
- h) **Life Insurance Benefit:** This benefit is applicable for all the employees of Berkadia India Services. The compensation payable to the nominees of the deceased employee is three times of fixed CTC.
- i) **Personal Accident Policy Benefit:** This policy covers permanent total disablement, permanent partial disablement, temporary total disablement and loss of wages due to or arising out of accident. The compensation is 3 times of CTC in case of permanent disablement. The loss of wages will be paid on 1/4th of monthly wages per week basis. Accidental medical expenses can be covered up to Rs. 25000/-.
- j) **Mediclaim Policy:** This benefit is applicable for all the employees of Berkadia India Services. The sum insured is Rs. 500000. Coverage includes employee, spouse, children and parents from first day of employment.

Monetary Benefits

- a) **Performance Pay:** All employees who have joined before the August 31st of the review year will be eligible for the Performance Pay. This pay out purely based on the performance of the employees and at the discretion of the Management. This is a variable pay. The pay may vary from Rs. 0 to the maximum mentioned in the Performance Pay.
- b) **Process Allowance:** This policy is to enhance motivation levels of employees to work in high complex areas/processes. Employees in AA1 & AA2 capacity, Employees in Probation period, Employees who are not on the rolls of the Company during Disbursement are not eligible for Process Allowance (PA). Employees in the capacity of A1, A2, SA1, and SA2 will be eligible for the Process Allowance. PA is paid on Quarterly basis and as below:
- i. Level 4 processes will be paid an allowance of Rs. 7000 /month
 - ii. Level 3 processes will be paid an allowance of Rs. 5000 /month
 - iii. Level 2 processes will be paid an allowance of Rs. 3000 /month
 - iv. Please follow the Process Allowance Policy for further guidelines
- c) **Shift allowance Benefit:** This benefit is applicable for all employees working in Split, Night & Sunrise shifts. This is provided to boost the morale of the employees to work in Split, Night & Sunrise shifts. This is paid based on the no. of days the employees worked in the Split, Night & Sunrise shifts. (No. of days worked in Shift * Allowance per month/No. of days in the month).
- d) **Meal Voucher:** Meal Vouchers enable employers to benefit employees by providing Meal benefits uniformly. The company provides you with Sodexo Vouchers to the value of Rs.1800 per month. This is in accordance with your Attendance. Employees on LOP and Maternity Leave will not be eligible for the benefit.
- e) **Over Time:** All employees are expected to work such hours as may reasonably be expected in the requirements of their position. Overtime is payable to employees without people management duties for additional hours worked in excess of 40 hours per week as per statutory rule.

OFFER OF APPOINTMENT

Date: 21-January-2020

Dear **Garima Vashisht**,

Congratulations!

Further to your interest in being associated with us and the discussion we had, we are pleased to make an offer to you as per the details given below.

Position: You will be designated as "**Associate Analyst-1**".

Probation Period: Six months from date of joining, this can be extended based on the performance.

Confirmation: Subject to performance after Six months.

Compensation: Your compensation in terms of "Cost to the Company (CTC)" will be **Rs. 449600 /-**
(**Four Lakhs Forty Nine Thousand Six Hundred Only**).

You will also be entitled to discretionary bonus, after annual appraisal, as per the company policy.

Over and above CTC, you will be eligible for health and life insurance coverage of self, spouse, two children and parents. Other benefits such as Gratuity, EPF will be entitled to you as per company policy.

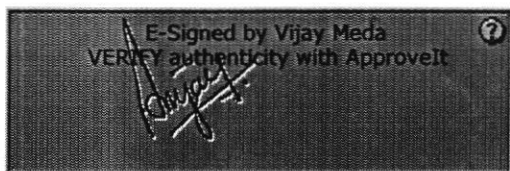
You should be willing to work in any shift as assigned by company including night shift.

Joining Date: **31-Jan-2020**. Your reported time would be 10:00am.

A formal "Appointment Letter" detailing the terms and conditions of appointment will be issued on the day of your joining.

We look forward for a long & fruitful association.

For **Berkadia Services Pvt. Ltd.**



Vijay Meda
Senior Manager - Human Resources

PRIVATE AND CONFIDENTIAL
Berkadia Services India Private Limited

Annexure I

Salary Structure	
Total CTC	449,600
Fixed CTC	300,000
Part A	
Basic Salary	110,100
HRA	55,050
Special Allowance	113,250
Vehicle and Maintenance	-
LTA	-
Employer PF	21,600
Total Part A	300,000
Part B Variable	
Meal Voucher	21,600
Shift Allowance	72,000
Total Part B	93,600
Part C Performance Related Components	
Performance Pay	20,000
Process Allowance	36,000
Total Part C	56,000
Total Gross Part A, Part B & Part C	449,600
Statutory Deductions	
PF Per Annum	21,600
PT Per Annum	2,400
TDS	As Applicable

Monetary Benefits

- a) **Performance Pay:** All employees who have joined before the August 31st of the review year will be eligible for the Performance Pay. This pay out purely based on the performance of the employees and at the discretion of the Management. This is a variable pay. The pay may vary from Rs. 0 to the maximum mentioned in the Performance Pay.
- b) **Process Allowance:** This policy is to enhance motivation levels of employees to work in high complex areas/processes. Employees in AA1 & AA2 capacity, Employees in Probation period, Employees who are not on the rolls of the Company during Disbursement are not eligible for Process Allowance (PA). Employees in the capacity of A1, A2, SA1, and SA2 will be eligible for the Process Allowance. PA is paid on Quarterly basis and as below:
- i. Level 4 processes will be paid an allowance of Rs. 7000 /month
 - ii. Level 3 processes will be paid an allowance of Rs. 5000 /month
 - iii. Level 2 processes will be paid an allowance of Rs. 3000 /month
 - iv. Please follow the Process Allowance Policy for further guidelines
- c) **Shift allowance Benefit:** This benefit is applicable for all employees working in Split, Night & Sunrise shifts. This is provided to boost the morale of the employees to work in Split, Night & Sunrise shifts. This is paid based on the no. of days the employees worked in the Split, Night & Sunrise shifts. (No. of days worked in Shift * Allowance per month/No. of days in the month).
- d) **Meal Voucher:** Meal Vouchers enable employers to benefit employees by providing Meal benefits uniformly. The company provides you with Sodexo Vouchers to the value of Rs.1800 per month. This is in accordance with your Attendance. Employees on LOP and Maternity Leave will not be eligible for the benefit.
- e) **Over Time:** All employees are expected to work such hours as may reasonably be expected in the requirements of their position. Overtime is payable to employees without people management duties for additional hours worked in excess of 40 hours per week as per statutory rule.

Over and above the monetary benefits, company provides other allowances\benefits. The list is as follows:

Non-Monetary Benefits

- f) **Annual Health Checkup:** This benefit is applicable to all employees after completion of one year at Berkadia. Under this policy employee is entitled to get a voucher maximum of Rs.1500/- for health screening tests at ITMR, Lucid Diagnostic Center. Employees can avail this benefit once in a year only.
- g) **Corporate Eye Screening Program:** This benefit is applicable to all employees after completion of probation period. The Company's Corporate Eye Screening Program (CESP) is designed to assist employees in taking care of their eyes and eye sight. Employees will benefit from an eye sight test free of charge on an annual basis and the company will contribute Rs.4,000 once in two years towards the cost of spectacles (frames + hard multi coated lenses) where the Optician recommends spectacles or corrective lenses for VDU use only. The Company will not contribute towards the cost of spectacles where they are required for general use.
- h) **Life Insurance Benefit:** This benefit is applicable for all the employees of Berkadia India Services. The compensation payable to the nominees of the deceased employee is three times of fixed CTC.
- i) **Personal Accident Policy Benefit:** This policy covers permanent total disablement, permanent partial disablement, temporary total disablement and loss of wages due to or arising out of accident. The compensation is 3 times of CTC in case of permanent disablement. The loss of wages will be paid on 1/4th of monthly wages per week basis. Accidental medical expenses can be covered up to Rs. 25000/-.
- j) **Mediclaim Policy:** This benefit is applicable for all the employees of Berkadia India Services. The sum insured is Rs. 500000. Coverage includes employee, spouse, children and parents from first day of employment.

OFFER OF APPOINTMENT

Date: 21-January-2020

Dear **Regoti Prashanth Goud**,

Congratulations!

Further to your interest in being associated with us and the discussion we had, we are pleased to make an offer to you as per the details given below.

Position: You will be designated as "**Associate Analyst-1**".

Probation Period: Six months from date of joining, this can be extended based on the performance.

Confirmation: Subject to performance after Six months.

Compensation: Your compensation in terms of "Cost to the Company (CTC)" will be **Rs. 3,77,600 /-** (**Three Lakhs Seventy Seven thousand Six hundred Only**).

You will also be entitled to discretionary bonus, after annual appraisal, as per the company policy.

Over and above CTC, you will be eligible for health and life insurance coverage of self, spouse, two children and parents. Other benefits such as Gratuity, EPF will be entitled to you as per company policy.

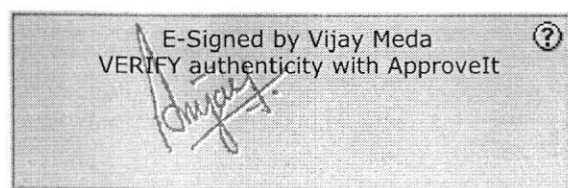
You should be willing to work in any shift as assigned by company including night shift.

Joining Date: **31-Jan-2020**. Your reported time would be 10:00am.

A formal "Appointment Letter" detailing the terms and conditions of appointment will be issued on the day of your joining.

We look forward for a long & fruitful association.

For **Berkadia Services Pvt. Ltd.**



Vijay Meda
Senior Manager - Human Resources

PRIVATE AND CONFIDENTIAL

Annexure I

Salary Structure	
Total CTC	377,600
Fixed CTC	300,000
Basic Salary	
Basic Salary	110,100
HRA	55,050
Special Allowance	113,250
Vehicle and Maintenance	-
LTA	-
Employer PF	21,600
Total Part A	300,000
Part B Variable	
Meal Voucher	21,600
Total Part B	21,600
Part C Performance Related Components	
Performance Pay	20,000
Process Allowance	36,000
Total Part C	56,000
Total Gross Part A, Part B & Part C	377,600
Statutory Deductions	
PF Per Annum	21,600
PT Per Annum	2,400
TDS	As Applicable

Process Lead

9th Floor, Block 2, DLF Cybercity Gachibowli Village, Plot No:129-132 Serilingampalli Mandal | Hyderabad TS 500019
M: +91 (817) 9974446

mercy.victoria@berkadia.com | www.berkadia.com
Berkadia Services India Private

Let us find your next investment! Visit our client portal and update your acquisition criteria today.

a Berkshire Hathaway and Jefferies Financial Group company

This message is intended for the individual or entity named above. If you are not the intended recipient, please do not read, copy, use or disclose this communication to others. Please notify the sender by reply and delete this message from your system. Thank you.

Mercy Victoria <Mercy.Victoria@berkadia.com>
To: Bhavans Placements <placementcellbvc@gmail.com>

Tue, Jan 21, 2020 at 3:08 PM

Hi Seema Ghosh,

Please share the candidate Current address ASAP :-

Candidate Name	College Name
Manasa P	Bhavans
K Karthik Kumarreddy	Bhavans
Garima Vashisht	Bhavans
Dronamraju Sai Krishna Harshith	Bhavans
Regoti Prashanth Goud	Bhavans

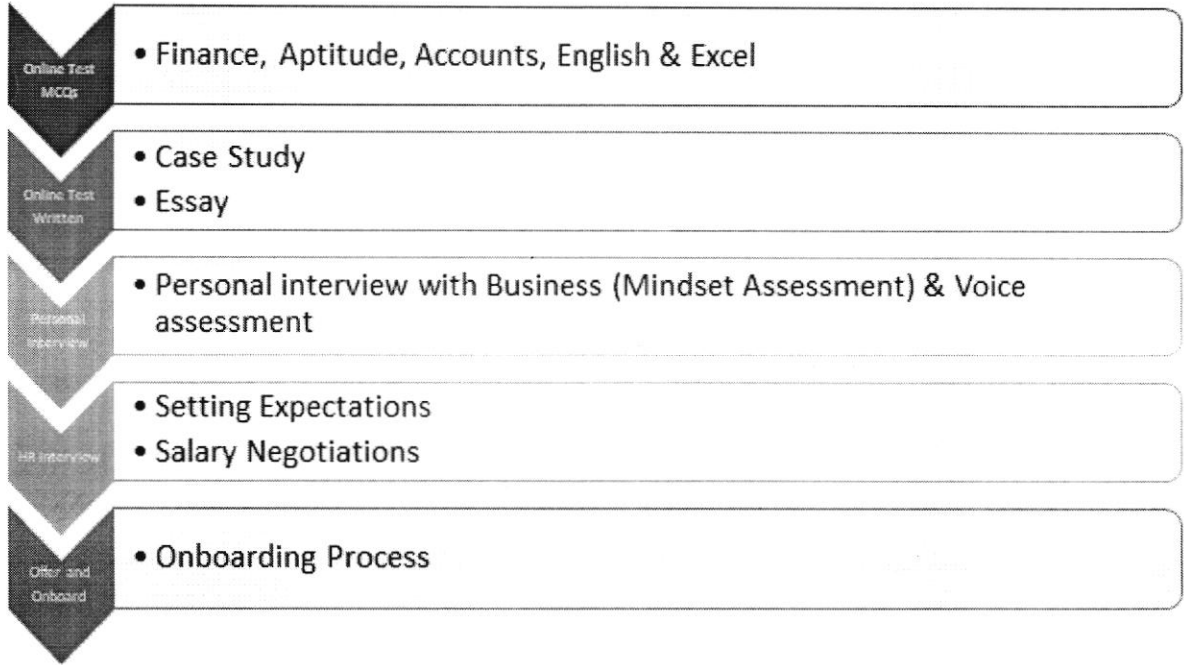
[Quoted text hidden]

Bhavans Placements <placementcellbvc@gmail.com>
To: Mercy Victoria <Mercy.Victoria@berkadia.com>

Tue, Jan 21, 2020 at 5:00 PM

Dear Mercy ,
Greetings for the Day

Please find the residential address of the students



III. Note :-

- Selected candidates after joining will be given leave on the date of examination only. No preparation leaves will be granted.
- No scope to change shifts.
- Each interview round is an elimination.
- Students should be able to produce all the required relevant educational certificates photo copies on their DOJ.

IV. Please share us the below details as to proceed further:-

Number of Students Available	Availability for Interviews

Please reach out to HR , Mercy.Victoria@berkadia.com for any further questions.

Warm Regards,

Mercy



Mercy Victoria

1. **Sai Krishna Harshith** H.No 26-129/7, Sharadha Nagar, street No 3, Anandhbagh Opp. Manju Ramya Apts, Malkajgiri, Secunderabad.
2. **P Manasa**: 13-29, Yadav Nagar, Malkajgiri, Hyderabad.
3. **Garima Vasisth** : Plot No 32, Rail Nagar Colony, Risala Bazar, Bolarum, Secunderabad.
4. **Karthik Kumar Reddy**: 37-93/39/2, plot no 113, Madhura Nagar, Neredmet X Roads, Secunderabad
5. **Prasanth Goud**: H.No 4-32-379, Plot A 16, Allwyn Colony, Kukatpally - 500072

we would like to bring to your notice that the selected students have their internal assessments from 23rd Jan 2020 to 25th Jan 2020. the internal assessment marks will be considered for the final examination. Request you to consider and reschedule their campus joining date. This is for your kind information that they will be having their second internal assessment examinations in the first or second week of march and their semester end examinations in the month of March.

There were some of the students who went could not attend the interview as they were in the industrial visit. Can you please let us know the dates of their campus interview. Looking forward for a positive response.

*Thanks and Regards,
Dr. Seema Ghosh
Associate Professor and Placement Coordinator
Bhavans Vivekananda College
9849307930.*

[Quoted text hidden]

students.

About Berkadia:-

Berkadia, a joint venture of "Berkshire Hathaway" and "Jefferies Financial Group company", is an industry leading commercial real estate company providing comprehensive capital solutions and investment sales advisory and

research services for multifamily and commercial properties. Berkadia is amongst the largest, highest rated and most respected primary, master and special servicers in the industry.

As a Freddie Mac Program Plus lender, Fannie Mae DUS® Multifamily Seller/Servicer, insurance company correspondent, and HUD,MAP and LEAN originator and servicer, Berkadia provides access to capital and flexible,

customized lending and servicing solutions for the acquisition, construction, rehabilitation and refinance of multifamily and commercial properties. Berkadia also provides interim and short-term financing through its Proprietary Bridge Lending Program.

For more details please refer to the below links,

Website : www.berkadia.com

Follow us on : www.linkedin.com/company/berkadia

I. Below is the brief snapshot on our requirements:-

Open Positions	(Across Berkadia – Non IT)
Working Hours	<ul style="list-style-type: none"> • Night Shift – 6:00pm to 3:00am • Sunrise Shift – 10:00pm to 7:00am
Complexity of Levels	<ul style="list-style-type: none"> • L1, L2,L3 and L4
CTC Range	<ul style="list-style-type: none"> • 3.4 LPA – 8.0 LPA
Eligibility*	<ul style="list-style-type: none"> • Students who have completed 3rd Sem Exams • 70% cut off in academics (10th , +2, Graduation)
Skills Needed*	<ul style="list-style-type: none"> • Excellent Communication Skills • Flexible with Shifts • Analytical bent of mind
Joining*	<ul style="list-style-type: none"> • January 2020.

II. Interview Process:-

Hi Mahendra,

Thanks for your confirmation, Yes, Mcom candidates can attend the interview. Please share the list of candidates details for further coordination.

Regards

Mercy

From: Bhavans Placements <placementcellbvc@gmail.com>

Sent: Wednesday, November 27, 2019 4:20 PM

To: Mercy Victoria <Mercy.Victoria@berkadia.com>

Subject: Re: Invitation - Placement - Berkadia

Dear Mercy,

Greetings for the Day

Thanks for sending the information. We can have the campus placements on 2nd Dec, 2019. Kindly confirm the same. We have small clarification, are the M.Com students eligible for the campus placements.

Thanks and Regards,

Dr. M V S Mahendra.

Associate Professor and Placement Coordinator

Bhavans Vivekananda College

Mobile: 9246177357

On Tue, Nov 26, 2019 at 1:54 PM Mercy Victoria <Mercy.Victoria@berkadia.com> wrote:

Dear M V S Mahendra ,

Greeting from Berkadia!!!

I hope this email finds you in the best of your health and spirits!!

It gives us immense pleasure to reach out to you for the purpose of campus recruitment to hire your college

28-May-2020

Dear Aditya Kaushik,
B. Sc, Mathematics, Physics And Computer Science
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091182

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

28-May-2020



Dear Gajje Sai Kumar,
B. Sc, Mathematics, Physics And Computer Science
Bhavans Vivekananda Degree & PG College

Candidate ID – 14091183

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Gaije Sai Kumar

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
Annual Gross Compensation			216,749
Incentive Indication (per annum)**			12,000
Annual Total Compensation			228,749
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Gratuity			3,752
Annual Total Remuneration			252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.


Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

R'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Onboarding Pass

	Candidate Name (CandidateID) : SHIVA DEY (14091184)	
	Date of Joining : 07 Nov 2020	Telephone Number : 8555914966
	Blood Group : O+	Date of Birth : 03 Jun 1999
	PAN Card : FAWPD8554D	Aadhar Card Number: 654603644555
Cognizant Technology Solutions India Pvt Ltd. Plot No: 129 to 132, APHB Colony, Lords Conference Hall, 8th Floor,Phase-3(Block-1),DLF Building, Cognizant Address : Opp to Old CMC Office, Gachibowli,Hyderabad-500032		

This pass is valid only on DOJ


SECURITY HEALTH & SAFETY GUIDELINES FOR VISITORS IN COGNIZANT PREMISES

- Please do not enter any 'Restricted' or Access controlled area unless authorized
 - Cognizant prohibits carrying arms, explosives or incendiary materials into the premises
 - Cognizant prohibits carrying narcotic drugs, psychotropic substances and alcoholic drinks in the premises
 - Please wear and display your visitor ID badge when you are in the premises
 - This is a smoke free campus and smoking is strictly prohibited
 - All our buildings are monitored by CCTV cameras and fire alarms systems
 - Please do not connect your Laptop or any Mobile Computing Devices to Cognizant Network without specific approval from Cognizant Information Security Team
 - Kindly return this pass to the Security Personnel at the Gate to record your exit from the Campus
- Cognizant has a safety Policy to ensure the wellbeing of all its associates, visitors and business partners. We request your cooperation by following all safety notices and instructions at all times
 - Speed limit for vehicle inside the campus is 20 kmph.
 - Please park your vehicle only at designated parking lot
 - Please walk along the designated pathways
 - In case of fire, the fire alarm will ring. Listen carefully to the voice announcement on the PA system for further instructions
 - Follow the fire exist signs to safety exit the building to the nearest Assembly point
 - Follow the instructions of Emergency Response Team (ERT) members to safely evacuate the building
 - In case of fire, do not use the elevators; use the staircase
 - Vendors must obtain necessary work permits prior to starting any work. Cognizant reserves the right to turn away/stop the vendor's work where required safety precautions are not followed.

EMERGENCY CONTACT

If you witness/are involved in a safety incident please report to Cognizant Emergency Call Center immediately at 1800 258 2345

FOR OFFICE USE ONLY:

	Candidate Name (Candidate ID) : SHIVA DEY (14091184)	
	Date of Joining : 07 Nov 2020	Telephone Number : 8555914966
	Blood Group : O+	Date of Birth : 03 Jun 1999
	PAN Card : FAWPD8554D	Aadhar Card Number: 654603644555
Cognizant Technology Solutions India Pvt Ltd. Plot No: 129 to 132, APHB Colony, Lords Conference Hall, 8th Floor,Phase-3(Block-1),DLF Building, Cognizant Address : Opp to Old CMC Office, Gachibowli,Hyderabad-500032		

28-May-2020

Dear Adarsh Tiwari,
BCA, Computer Applications
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091186

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

28-May-2020

Dear Alekhya Chenna,
B. Sc, Mathematics, Statistics And Computer Science
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091193

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

28-May-2020

Dear Alekhya Rayeli,
BCA, Computer Applications
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091194

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

28-May-2020

Dear Dillip Kumar Patro,
B. Sc, Mathematics, Physics And Computer Science
Bhavans Vivekananda Degree & PG College



Candidate ID – 14091179

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Dillip Kumar Patro

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		216,749
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		228,749
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual

28-May-2020

Dear Soundarya Nair,
B. Sc, Mathematics, Physics And Computer Science
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091181

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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Please note

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Soundarya Nair

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		216,749
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		228,749
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
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- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

28-May-2020

Dear Kondugari Prashanthi,
B. Sc, Electronics
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091151

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Kondugari Prashanthi

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
Annual Gross Compensation			216,749
Incentive Indication (per annum)**			12,000
Annual Total Compensation			228,749
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Gratuity			3,752
Annual Total Remuneration			252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
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**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant

28-May-2020



Dear Casula Rakshanda,
B. Sc. Mathematics, Physics And Computer Science
Bhuvan's Vivakananda Degree & PG College

Candidate ID - 14091154

In continuation to our discussions, we are pleased to offer you the role of Programmer Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/- . This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs. 284,111/- . This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs. 19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the NPIN while joining the organization. Please refer Annexure B for more details.

Please note

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- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Uresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

28-May-2020

Dear Kala Naga Sai Krishna,
B. Sc, Electronics
Bhavans Vivekananda Degree & PG College



Candidate ID – 14091155

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Kola Naga Sai Krishna

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
Annual Gross Compensation			216,749
Incentive Indication (per annum)**			12,000
Annual Total Compensation			228,749
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Gratuity			3,752
Annual Total Remuneration			252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

28-May-2020

Dear Pashikanti Nandini,
B. Sc, Mathematics, Statistics And Computer Science
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091169

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Pashikanti Nandini

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
Annual Gross Compensation			216,749
Incentive Indication (per annum)**			12,000
Annual Total Compensation			228,749
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Gratuity			3,752
Annual Total Remuneration			252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

28-May-2020

Dear Aduri Sai Keerthi,
B. Sc(Hons), Electronics
Bhavans Vivekananda Degree & PG College



Candidate ID – 14091161

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Aduri Sai Keerthi

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
Annual Gross Compensation			216,749
Incentive Indication (per annum)**			12,000
Annual Total Compensation			228,749
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Gratuity			3,752
Annual Total Remuneration			252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
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- Group Term Life Insurance Coverage
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- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

28-May-2020

Dear Prathi Eswara Charan,
B. Sc, Electronics
Bhavans Vivekananda Degree & PG College



Candidate ID – 14091162

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant")

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Past-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavanda

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

28-May-2020

Dear Nihanka Goje,
B. Sc, Maths, Electronics And Computer Science
Bhavans Vivekananda Degree & PG College



Candidate ID – 14091165

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Niharika Goje

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		216,749
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		228,749
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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***** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

28-May-2020

Dear Peddapuram Chendra Kanth,
B. Sc, Mathematics, Statistics And Computer Science
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091174

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

28-May-2020

Dear Kandukuri Vaishnavi Kumari,
B. Sc, Mathematics, Statistics And Computer Science
Bhavans Vivekananda Degree & PG College



Candidate ID – 14091153

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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Please note

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

28-May-2020

Dear Sowmya Sree Sakkula,
B. Sc, Mathematics, Statistics And Computer Science
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091160

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Name: Sawmya Sree Sakkula

Designation:

Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
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- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Regd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thomipakkam, Chennai - 600 097

Cognizant

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you rescind the commitment

28-May-2020

Dear Rachamalla Hari Prasad Reddy,
B. Sc, Mathematics, Statistics And Computer Science
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091171

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

28-May-2020

Dear Gangala Ashwitha Goud,
B. Sc, Statistics
Bhavan's Vivekananda Degree & PG College



Candidate ID – 14091175

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

Annexure A

Name: Gangala Ashwitha Goud

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	460	5,520
Annual Gross Compensation			216,749
Incentive Indication (per annum)**			12,000
Annual Total Compensation			228,749
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Gratuity			3,752
Annual Total Remuneration			252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Fwd: Cognizant - Date of Joining Intimation Mailer !

1 message

Avanesh Kasi posani <posanikasiavanesh@gmail.com>
To: tprasad.elec@gmail.com

Mon, Dec 21, 2020 at 12:35 PM

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

From: <c2c@cognizant.com>
Date: Thu, Nov 5, 2020, 8:02 PM
Subject: Cognizant - Date of Joining Intimation Mailer !
To: <posanikasiavanesh@gmail.com>

 cid:image001.jpg@01D41779.2C644F00

Dear Posani Kasi Avanesh,

Greetings from Cognizant!

We are glad to share the DATE OF JOINING INTIMATION MAILER with your Date of Joining and job location details.

Date of Joining: 12th Nov 2020 ; Job Location: Pune

Due to current travel restriction and other parameters, your onboarding process will be virtual. Detailed steps about virtual onboarding process will be shared in a separate mail. You need not travel to the job location or any Cognizant office for onboarding or training or project work until further notice from us. **Kindly ignore the automated system SMS which you may receive one day before DOJ asking to report to office for onboarding.**

Kindly accept this Date Intimation only if you are currently residing within India and have access to laptop / desktop with high speed internet.

Location mentioned in this mailer will be your job location, kindly ignore any other location mentioned in the One Cognizant pre joining forms. The joining location mentioned in this mail will be your base location of work when Cognizant offices are operational post the pandemic. The operational plan to report at this location will be separately intimated through HR. Till then you would be working on a virtual mode.

Agenda:

Day 1 : Document validation and Onboarding process via webex (video conferencing).

Day 2 onwards: Virtual Induction and Virtual Training / Virtual BU Project (Further details will be intimated on Day 1)

We request you to login to One Cognizant, accept your Date of joining (DOJ), complete the pre-joining forms and photo upload (Try in latest version of Internet Explorer Browser) on or before 6th Nov 2020. Please ignore if you have already completed above the steps.

- The option to accept the DOJ in the 1C portal would be disabled one day prior to the DOJ. However, the earlier you accept, the faster will be your onboarding pass generation process. Kindly do not accept the DOJ more than once.

- Candidates who don't accept the DOJ within the timeline would not be considered for onboarding on the given DOJ & they would have to wait for further communication regarding the offer status.
- There is no option of deferring the date of joining or changing the joining location as it is based on the business requirement.

Onboarding Pass would be generated one day before your DOJ, only upon accepting DOJ & completing all the forms (including photo upload). Once the Onboarding Pass is ready, a mail notification would be triggered. Please wait for the mail; share the soft along with all other mandatory documents mentioned in the Date Intimation mailer.

Prior to Joining: You will receive a separate mail 3 days prior to your DOJ and you need to share below mandatory documents with us via mail to enable smooth onboarding. **The link to join the onboarding process on DOJ will be shared 5-6 hours before DOJ.**

Marksheets & Certificates (Soft Copy of Original or Photocopy)

For 2020 Batch pass outs

1. Latest Degree – Final 2 semester mark sheet and provisional certificate issued by the University. If University is yet to announce result or provide mark sheet and provisional certificate, please share valid Annexure 3 document printed in appropriate bond paper. Annexure 3 will be shared in separate mail.

For 2019 and earlier batch pass outs

1. UG-All Semester-wise marksheets or consolidated marksheet
5. UG-Provisional or Degree or Convocation certificate issued by the University (mandatory for both UG & PG recruits)
2. PG-All Semester-wise marksheets or consolidated marksheet (mandatory for PG recruits)
3. PG-Provisional or Degree or Convocation certificate issued by the University (mandatory for PG recruits only)

Government ID proofs (Soft Copy of Original or Photocopy of the document)

1. PAN Card (issued in your Anchit Ghai)
2. Valid Indian Passport (Front & Back) or Passport acknowledgement receipt with Appointment details generated post payment
3. Aadhaar Card or Aadhaar Card Enrollment Acknowledgement slip

Other Mandatory Documents

1. Onboarding Pass (Will be triggered 1 day prior DOJ)
2. Four passport-size color photographs

- If any of the above mandatory documents are not available, you would not be considered for onboarding and may not be onboarded due to insufficient documents.
- In case any of the original marksheets are lost and duplicate attested marksheets are available. Please share the FIR copy for the old marksheets as well as the duplicate attested copy.
- Please note that the offer letter will be declared invalid and treated as revoked in the event of any discrepancy in your records, documents and information that you have submitted to Cognizant.

28-May-2020

Dear Prathi Eswara Charan,
B. Sc, Electronics
Bhavans Vivekananda Degree & PG College



Candidate ID – 14091162

In continuation to our discussions, we are pleased to offer you the role of **Programmer Trainee** in **Cognizant Technology Solutions India Private Limited** ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.252,000/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.284,111/-**. This includes an annual incentive indication of **Rs.12,000/-**, as well as Cognizant's contribution of **Rs.19,500/-** towards benefits such as Medical, Accident, Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing errors in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into [https://campus2.cognizant.com](https://campus2.cognizant.com/cognizant.com)

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Belkavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

You will be provided the required resources for work after your onboarding. However, in the meantime before you receive Cognizant provided resources, please enable yourself to deliver the services expected out of you post joining.

.Please find attached FAQs. Kindly raise a query in the FAQ section of C2C portal <https://campus2cognizant.cognizant.com/Pages/PreLogin> for any queries/clarification.

Looking forward to your joining!

Regards,

Cognizant-Human Resources

***THIS IS AN AUTO TRIGGERED MAIL. PLEASE DO NOT REPLY ***

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 cid:image002.jpg@01D41779.2C644F00

This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), please reply to the sender and destroy all copies of the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email, and/or any action taken in reliance on the contents of this e-mail is strictly prohibited and may be unlawful. Where permitted by applicable law, this e-mail and other e-mail communications sent to and from Cognizant e-mail addresses may be monitored.


4 attachments



image001.jpg
93K

image002.jpg
3K

image002.jpg
3K

 Onboarding FAQs.pdf
410K



Bhavans Placements <placementcellbvc@gmail.com>

Cognizant Final selects- Bhavan's - IT PT 2020 Batch

1 message

Sowmya.Sankranthi@cognizant.com <Sowmya.Sankranthi@cognizant.com>
To: placementcellbvc@gmail.com
Cc: Shiva.Tammishetti@cognizant.com

Thu, Dec 19, 2019 at 1:11 PM



Dear Professor Seema Maam,

Team Cognizant is happy to share the final list of selected candidates from your esteemed institution. We would like to congratulate the chosen candidates on their stellar performance and look forward to welcoming them onboard soon.

It is imperative for us to extend our gratitude for the warm reception we received from your college. We would also like to take this opportunity to convey our best regards to the faculty members and the campus management. We were impressed with the cordial support that was extended to us.

Once again, we would like to place on record our appreciation for this collaboration between Cognizant and your esteemed institution. Thanks to this long-standing equation, we have been able to identify the most driven individuals and build a strong and skilled employee base.

We look forward to our continued partnership and to further strengthen our position as the employer of choice.

Regards,

Human Resources - Talent Acquisition

Cognizant Technology Solutions

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Bhavans Placements <placementcellbvc@gmail.com>

Fwd: Cognizant 2020 Batch Campus Hiring | IT PT- Programmer Trainee | Revised Eligibility Criteria!

2 messages

seema ghosh <seemaghosh7@gmail.com>
To: placementcellbvc@gmail.com

Tue, Nov 5, 2019 at 10:32 AM

Sent from my iPhone

Begin forwarded message:

From: Shiva.Tammishetti@cognizant.com
Date: 1 November 2019 at 2:24:49 PM IST
To: Seemaghosh7@gmail.com
Cc: AshokRanjith.Rajasekaran@cognizant.com, Thiagu.Dharmalingam@cognizant.com, Sowmya.Sankranthi@cognizant.com
Subject: Cognizant 2020 Batch Campus Hiring | IT PT- Programmer Trainee | Revised Eligibility Criteria!



Dear Professor,

Greetings from Cognizant!

At our company, we continuously innovate to find a better way—for the clients who depend on us and the communities who count on us all.

To achieve this, we place our talent at the forefront. We are constantly on the look out to nurture a passionate and diverse workforce. We strive to identify top talent with the skills of tomorrow to explore game-changing advancements in our booming digital economy.

Cognizant is privileged to be part of your esteemed institution's campus recruitment program for IT PT hiring, batch of 2020. Please note that as per the Cognizant Campus Hiring process, your students will have to fulfill the eligibility criteria listed below.

Eligibility Criteria 2020 Batch

Student Information

2020 batch of BCA, B. Sc.- IT / Computer Science / Computer Technology / Mathematics / Physics / Chemistry / Statistics & B. Com(Applicable only for students who opted for Mathematics specialization during XI & XII). PG courses are not eligible.

Consistent academic record of a minimum of 60% in X, XII, Diploma, UG (all subjects will be taken into consideration) calculated as below.

o Aggregate% = sum of all subjects marks scored / total no. of subjects (as of last semester result declared)

No standing arrears in current education.

Maximum of 2 year's gap in education.

At the time of joining, all recruits need to have a minimum 60% aggregate (all subjects will be taken into consideration) in the pursuing degree with no standing arrears.

Any students who have applied and waiting for re-evaluation would be considered only with the initial results declared.

Appropriate CGPA to % conversion to be considered as per University norms.

Strong written and oral communication skills.

Open only to Indian nationals.

Flexible to relocate to anywhere in India, work in any shift / domain.

Selection Process

As part of our selection process, we will conduct an online aptitude assessment followed Technical interview and HR discussion.

Please find attached the Candidate Information Template. We will use this data to generate Cognizant candidate ID. This ID will be unique for each student and will be used to track their progress from Interview to Joining.

Kindly provide the additional student's information in the attached format at the earliest to initiate the recruitment process. We will share the Cognizant candidate ID with you ahead of our visit to your campus.

Students must carry the following for the recruitment process –

o 2 recent passport size photographs (both ears must be visible, photo taken in a light background)

o Resume (maximum of 2 pages)

o All academic mark sheets and certificates (original & 1 photocopy) for verification.

Students must carry 1 photocopy of their PAN Card, Aadhar card & Passport (front & back page).

Colleges need to authenticate the % of the candidates, via the college administration department records prior to registering them for recruitment process.

Please ensure that only those students who meet our criteria can appear for the Cognizant placement process.

At the time of joining, all recruits need to have minimum 60% aggregate (all subjects will be taken into consideration) in the pursuing degree with no standing arrears.

Level of Hire

Designation: Programmer Trainee

Compensation: INR 2,52,000 Per Annum

We eagerly await to be at your campus and further solidify the mutually beneficial equation between your institution and Team Cognizant.



Bhavans Placements <placementcellbvc@gmail.com>

[Quoted text hidden]

List of Eligible Students Bhavans College-Reg

1 message

Bhavans Placements <placementcellbvc@gmail.com>

Fri, Nov 22, 2019 at 2:38 PM

To: Shiva.Tammishetti@cognizant.com

*Dear Sir ,
Greetings for the Day*

please find the Enclosed attachment of students List who are interested in Campus Placements.

*Thanks and Regards,
Dr. Seema Ghosh
Associate Professor and Placement Coordinator
BVC
9849307930.*

 **cognizent sent.xlsx**
37K

Dear ganapuram, Shirisha.

Greetings from Cognizant!

We are glad to share the DATE OF JOINING INTIMATION MAILER with your Date of Joining and job location details.

Date of Joining: 7th Nov 2020 ; Job Location: Hyderabad

Due to current travel restriction and other parameters, your onboarding process will be virtual. Detailed steps about virtual onboarding process will be shared in a separate mail. You need not travel to the job location or any Cognizant office for onboarding or training or project work until further notice from us. **Kindly ignore the automated system SMS which you may receive one day before DOJ asking to report to office for onboarding.**

Kindly accept this Date Intimation only if you are currently residing within India and have access to laptop / desktop with high speed internet.

Location mentioned in this mailer will be your job location, kindly ignore any other location mentioned in the One Cognizant pre joining forms. The joining location mentioned in this mail will be your base location of work when Cognizant offices are operational post the pandemic. The operational plan to report at this location will be separately intimated through HR. Till then you would be working on a virtual mode.

Agenda:

Day 1 : Document validation and Onboarding process via webex (video conferencing).

Day 2 onwards: Virtual Induction and Virtual Training / Virtual BU Project (Further details will be intimated on Day 1)

We request you to login to One Cognizant, accept your Date of Joining (DOJ), complete the pre-joining forms and photo upload (Try in latest version of Internet Explorer Browser) on or before 2nd Nov 2020. Please ignore if you have already completed above the steps.

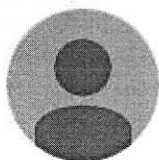
- The option to accept the DOJ in the 1C portal would be disabled one day prior to the DOJ. However, the earlier you accept, the faster will be your onboarding pass generation process. Kindly do not accept the DOJ more than once.
- Candidates who don't accept the DOJ within the timeline would not be considered for onboarding on the given DOJ & they would have to wait for further communication regarding the offer status.
- There is no option of deferring the date of joining or changing the joining location as it is based on the business requirement.

Onboarding Pass would be generated one day before your DOJ, only upon accepting DOJ & completing all the forms (including photo upload). Once the Onboarding Pass is ready, a mail notification would be triggered. Please wait for the mail; share the soft along with all other mandatory documents mentioned in the Date Intimation mailer.

Prior to Joining: You will receive a separate mail 3 days prior to your DOJ and you need to share below mandatory documents with us via mail to enable smooth onboarding. **The link to join the onboarding process on DOJ will be shared 5-6 hours before DOJ.**

Marksheets & Certificates (Soft Copy of Original or Photocopy)

0655400



careers 28 Jan



to me, manager.campus

Campus - Letter Of Intent

January 28, 2020

Dear Molleti Vivek,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

712

15,712/-
(*)

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		



Bineeta Rani <bineetarani1997@gmail.com>

Cognizant - Date of Joining Intimation Mailer !

1 message

c2c@cognizant.com <c2c@cognizant.com>
To: bineetarani1997@gmail.com

Fri, Oct 30, 2020 at 8:49 PM



Cognizant

Dear Panda,

Greetings from Cognizant!

We are glad to share the DATE OF JOINING INTIMATION MAILER with your Date of Joining and job location details.

Date of Joining: 7th Nov 2020 ; Job Location: Hyderabad

Due to current travel restriction and other parameters, your onboarding process will be virtual. Detailed steps about virtual onboarding process will be shared in a separate mail. You need not travel to the job location or any Cognizant office for onboarding or training or project work until further notice from us. **Kindly ignore the automated system SMS which you may receive one day before DOJ asking to report to office for onboarding.**

Kindly accept this Date Intimation only if you are currently residing within India and have access to laptop / desktop with high speed internet.

Location mentioned in this mailer will be your job location, kindly ignore any other location mentioned in the One Cognizant pre joining forms. The joining location mentioned in this mail will be your base location of work when Cognizant offices are operational post the pandemic. The operational plan to report at this location will be separately intimated through HR. Till then you would be working on a virtual mode.

Agenda:

Day 1 : Document validation and Onboarding process via webex (video conferencing).

Day 2 onwards: Virtual Induction and Virtual Training / Virtual BU Project (Further details will be intimated on Day 1)

We request you to login to One Cognizant, accept your Date of joining (DOJ), complete the pre-joining forms and photo upload (Try in latest version of Internet Explorer Browser) on or before 2nd Nov 2020. Please ignore if you have already completed above the steps.

- The option to accept the DOJ in the 1C portal would be disabled one day prior to the DOJ. However, the earlier you accept, the faster will be your onboarding pass generation process. Kindly do not accept the DOJ more than once.
- Candidates who don't accept the DOJ within the timeline would not be considered for onboarding on the given DOJ & they would have to wait for further communication regarding the offer status.
- There is no option of deferring the date of joining or changing the joining location as it is based on the business requirement.

Cognizant Final Selects - 2019-20

SL.N	Assessment	Full Name	Primary Email Id	Primary Mobi	Current	Curre	Current Stream	Current College Na	College City
1	AA05M96H	Kondugari Prashanthi	prashanthireddy211@gmail.com	8498876431	#####	BSc	Electronics	Bhavan's Vivekanan	Hyderabad
2	AA05M94J	Sundarrajan Soundarya	soundarya2999@gmail.com	8712443621	#####	BSc	Mathematics, Phy	Bhavans Vivekanan	Hyderabad
3	AA05M90I	Kandukuri Vaishnavi Kur	vaishnavik009@gmail.com	6300062941	#####	BSc	Mathematics, Stat	Bhavans Vivekanan	Hyderabad
4	AA05M941	Casula Rakshanda	rakshandacasula1802@gmail.com	7780476950	1072	BSc	Mathematics, Phy	Bhavan's Vivekanan	Hyderabad
5	AA05M961	Kola Naga Sai Krishna	nskbobby1@gmail.com	9000140106	1072	BSc	Electronics	Bhavans Vivekanan	Hyderabad
6	AA05M91X	Bodas Rajesh	bodasrajesh3@gmail.com	7780249126	1072	BSc	Mathematics, Phy	Bhavan's Vivekanan	Hyderabad
7	AA05M963	Pullabhatla Priyanka	priyankapullabhatla8@gmail.com	7893883688	#####	BSc	Maths, Electronics	Bhavan's Vivekanan	Hyderabad
8	AA05M8ZP	Pratham Joshi	joshi.pratham11@gmail.com	9515221970	#####	BSc	Statistics	Bhavans Vivekanan	Hyderabad
9	AA05M8Z1	Kudala Hariharanath	hhn26042000@gmail.com	9966356326	#####	BSc	Mathematics, Stat	Bhavan's Vivekanan	Hyderabad
10	AA05M8ZV	Sowmya Sree Sokkula	sokkulasowmya536@gmail.com	9652171137	#####	BSc	Mathematics, Stat	Bhavan's Vivekanan	Hyderabad
11	AA05M91Z	Aduri Sai Keerthi	saikeerthi179@gmail.com	7661095122	#####	BSc(H	Electronics	Bhavans Vivekanan	Hyderabad
12	AA05M92S	Prathi Eswara Charan	eshwarp778@gmail.com	7993574546	#####	BSc	Electronics	Bhavans Vivekanan	Hyderabad
13	AA05M950	Nagula Shwetha	shwetharaj230@gmail.com	9030092306	1072	BSc	Mathematics, Phy	Bhavan's Vivekanan	Hyderabad
14	AA05M90N	Mukku Yuvaraj	farookhusain3@gmail.com	9573380100	#####	BSc	Mathematics, Stat	Bhavans Vivekanan	Hyderabad
15	AA05M929	Niharika Goje	niharikasonu07@gmail.com	9398692196	1072	BSc	Maths, Electronics	Bhavans Vivekanan	Hyderabad
16	AA05M96G	Ganapuram Shirisha	shirisha.ganapuram@gmail.com	9948173909	#####	BCA	Computer Applica	Bhavan's Vivekanan	Hyderabad
17	AA05M952	Akash Binu	akashbinu699@gmail.com	7674804893	#####	BCA	Computer Applica	Bhavans Vivekanan	Hyderabad
18	AA05M92B	Dadireddy Bindhusri	dadireddybindhu@gmail.com	9502865563	#####	BSc	Mathematics, Stat	Bhavan's Vivekanan	Hyderabad
19	AA05M94V	Pashikanti Nandini	nandunetha01@gmail.com	9502111413	#####	BSc	Mathematics, Stat	Bhavan's Vivekanan	Hyderabad
20	AA05M94O	Kudurupaka Prashanth	kudurupakaprashanth@gmail.com	9553021208	#####	BSc	Mathematics, Stat	Bhavan's Vivekanan	Hyderabad
21	AA05M94M	Rachamalla Hari Prasad	harirachamalla75@gmail.com	9701508512	#####	BSc	Mathematics, Stat	Bhavan's Vivekanan	Hyderabad
22	AA05M95Z	Sai Ram Dubey	sairaam13@gmail.com	9177547285	#####	BSc	Mathematics, Stat	Bhavan's Vivekanan	Hyderabad
23	AA05M95A	Posani Kasi Avanes	posanikasiavanes@gmail.com	9948086698	#####	BSc	Maths, Electronics	Bhavan's Vivekanan	Hyderabad
24	AA05M94T	Peddapuram Chendra K	peddapuramkanth@gmail.com	9705809516	#####	BSc	Mathematics, Stat	Bhavan's Vivekanan	Hyderabad
25	AA05M94R	Gangala Ashwitha Goud	ashwitha1324@gmail.com	7893908931	#####	BSc	Statistics	Bhavan's Vivekanan	Hyderabad
26	AA05M92X	Farooq Hussain Shaik	farookhusain3@gmail.com	9121180936	#####	BSc	Electronics	Bhavan's Vivekanan	Hyderabad
27	AA05M93L	Vaishnavi Malla	mallaivaishnavi22@gmail.com	8331811181	#####	BCA	Computer Applica	Bhavans Vivekanan	Hyderabad
28	AA05M95Q	Panda Beenita Rani	bineetarani1997@gmail.com	8328405738	#####	BCA	Computer Applica	Bhavan's Vivekanan	Hyderabad
29	AA05M94W	Dillip Kumar Patro	patro.crfp@gmail.com	9492804773	#####	BSc	Mathematics, Phy	Bhavans Vivekanan	Hyderabad
30	AA05M92R	Sandeep Vishnuvajhala	vvsandeep.9@gmail.com	9676206716	#####	BCA	Computer Applica	Bhavan's Vivekanan	Hyderabad
31	AA05M95T	Soundarya Nair	soundaryanair818@gmail.com	7382122164	#####	BSc	Mathematics, Phy	Bhavan's Vivekanan	Hyderabad
32	AA05M969	Aditya Kaushik	adi88flynn@gmail.com	7416298182	#####	BSc	Mathematics, Phy	Bhavan's Vivekanan	Secunderabad
33	AA05M92N	Gajje Sai Kumar	saikumar160399@gmail.com	9100795637	#####	BSc	Mathematics, Phy	Bhavans Vivekanan	Hyderabad
34	AA05M956	Shiva Narayan Dey	shivadey108@gmail.com	8328050998	#####	BSc	Mathematics, Phy	Bhavan's Vivekanan	Hyderabad
35	AA05M92L	Shewata Kumari	shewatakumari1@gmail.com	8318881997	1072	BSc	Electronics	Bhavan's Vivekanan	Hyderabad
36	AA05M958	Adarsh Tiwari	adarsh.tiwari888@gmail.com	8897255588	#####	BCA	Computer Applica	Bhavan's Vivekanan	Hyderabad
37	AA05M932	Pranay Siddela Ratnaka	siddpranay@gmail.com	9100149817	1072	BSc	Electronics	Bhavans Vivekanan	Hyderabad
38	AA05M95P	Vangeti Shruthi Reddy	vshruthireddy1@gmail.com	9912239363	1072	BSc	Electronics	Bhavans Vivekanan	Hyderabad

39	AA05M92G	Sameer Rauth	sameersam98858@gmail.com	9121556030	#####	BSc	Mathematics, Phy	Bhavans Vivekanan	Hyderabad
40	AA05M91R	Mohd Parvez	mdparwezcool@gmail.com	8801886044	#####	BCA	Computer Applica	Bhavan's Vivekana	Hyderabad
41	AA05M93C	Ramakrishna Barade	ramakrishna1708@gmail.com	9246236706	#####	BSc	Mathematics, Phy	Bhavans Vivekanan	Hyderabad
42	AA05M92Y	Deeksha Chatterjee	cdeekshaa@gmail.com	9989232009	1072	BSc	Maths, Electronics	Bhavans Vivekanan	Hyderabad
43	AA05M93N	Farooq Hussain Shaik	alekhyachenna07@gmail.com	9182190449	#####	BSc	Mathematics, Stat	Bhavan's Vivekana	Hyderabad
44	AA05M93F	Alekhya Rayeli	alekhyarayeli@gmail.com	8977973212	#####	BCA	Computer Applica	Bhavan's Vivekana	Hyderabad



Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor,
Survey No. 41, Gachibowli Village,
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www.deloitte.com

07/14/2020

Ms. Vazzula Neha
Flat No 102 Sai Venkateshwara Arcade
Methodist Colony Begumpet,
Hyderabad - 500016

Subject: Offer of Employment

Dear Vazzula Neha:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 16, 2020**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.5,50,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

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07/14/2020

Mr. Alok Kumar Shahi
H.No 1-30-561/3
Shiva Nagar, Kanajiguda, Secunderabad,
Hyderabad - 500015

Subject: Offer of Employment

Dear Alok Kumar Shahi:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 16, 2020**.

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07/14/2020

Ms. Rasheedunissa Begum
12-11-550/D
Warasiguda,,
Secunderabad - 500061

Subject: Offer of Employment

Dear Rasheedunissa Begum:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 16, 2020**.

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07/14/2020

Mr. M Yeshwanth Rao
4-35-286 , Kalavathi Nagar
Shapur Nagar, Jeedimetla,
Hyderabad - 500055

Subject: Offer of Employment

Dear M Yeshwanth Rao:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 16, 2020**.

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07/14/2020

Ms. Gudipati V L L Hasanthi Devi
1-6-228, Opposite Lane Of Narasimha Swamy Temple
Phanigiri Colony, Chaitanyapuri, Dilsukhnagar,
Hyderabad - 500060

Subject: Offer of Employment

Dear Gudipati V L L Hasanthi Devi:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 16, 2020**.

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07/14/2020

Mr. Vedula Sai Ram
113 A Block May Flower Park Apartment
Mallapur, Nacharam P.O.,
Hyderabad - 500076

Subject: Offer of Employment

Dear Vedula Sai Ram:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I - Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 16, 2020**.

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You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **November 16, 2020**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Tax Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Vedula Sai Ram, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Tax Services India Private Limited

Best regards,

DocuSigned by:
Usha Sri Tangirala
0DFF52EA9D8E4EE...

Authorized Signatory

Mr. Vedula Sai Ram

Acceptance

I, **Vedula Sai Ram**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:
Vedula Sai Ram
32F1E7D36EF1492...

Signature

07/14/2020

Date



Deloitte Tax Services India Private Limited

Opposite Meenakshi Tech Park, 10th Floor,
Survey No. 41, Gachibowli Village,
Ranga Reddy,
Hyderabad, Telangana - 500032

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07/14/2020

Mr. Nandaram Manish Kumar
8-3-228/236/A
Rahmathnagar, Yousufguda,
Hyderabad - 500045

Subject: Offer of Employment

Dear Nandaram Manish Kumar:

On behalf of **Deloitte Tax Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Consultant I -Tax** based in **Hyderabad**. As you are aware, the business operations of Deloitte Tax Services India Private Limited ("Employer") are closely aligned with the professional services provided by Deloitte Tax Services LLP. In accordance with the level mapping with U.S., your position as **Consultant I** is closely aligned with the position of **Tax Analyst** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **November 16, 2020**.

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Deloitte.

Deloitte Consulting India Private Limited

Opposite to Meenakshi Tech park,
4th Floor, Survey No 41, Gachibowli
village,
Ranga Reddy, Hyderabad,
Telangana - 500032

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09/08/2020

Mr. Yash Jal Gwalani
E-103, Welkin Park, Prakash Nagar
Begumpet,
Hyderabad - 500016

Subject: Offer of Employment

Dear Yash Jal Gwalani:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Engagement Financial Advisor** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

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Regd. Off.: Floor 4, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India
GST Reg No: 36AABCD0475H1ZT CIN: U72900TG2000PTC039976

Draft_Offer_For_YashJal_Gwalani.pdf

1 of 25

DocuSign Envelope ID: F0380362-A23E-43CD-BE3C-72B952CEA27F

of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **October 19, 2020**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and

New Hire Useful Information

October 19, 2020

Congrats and welcome to Deloitte family!!!

The below information will be useful in identifying the practice you belong to:

Employee Name : Trishalaa R
Personnel Number : 595195
Official Email ID : TRISR@DELOITTE.COM
Designation : Associate Analyst - Engagement Financial Advisor
Entity : Deloitte Consulting India Private Limited
Business : Internal Services
Business Area : Accounting and Finance
Business Line : Engagement Financial Advisors

Happy to help, if you need any further assistance.

Best Regards,

Talent Onboarding

Important Information

1) For any **technical or talent** related issues please contact **Technology Call Centre**.

- **Phone number:** +91 040 6762 2222
- **Toll free number:** 1800 2582 2222

2) Ensure you complete the below mentioned nominations using the following steps.

- i. PF ii. Gratuity iii. Insurance & Other Benefits

DeloitteNet >> Talent OnDemand >> Total Rewards >> My Pay Slip, Tax & Reimbursements >> My Transactions >> My Nominations, then click on point 1 / 2 / 3

3) Adhere to stipulated timelines for the following activities.

- Mandatory trainings
- To update Bank A/C no. and PAN no.

New Hire Paper Documents (soft copies only):

Office	Name	Email ID
All Locations	US INDIA BI	usindiabieducation@deloitte.com (for education) usindiabiemployment@deloitte.com (for employment)

02/03/2021

Gmail - Deloitte | Letter Of Intent



siddharth mutalik <siddharthmutalik14@gmail.com>

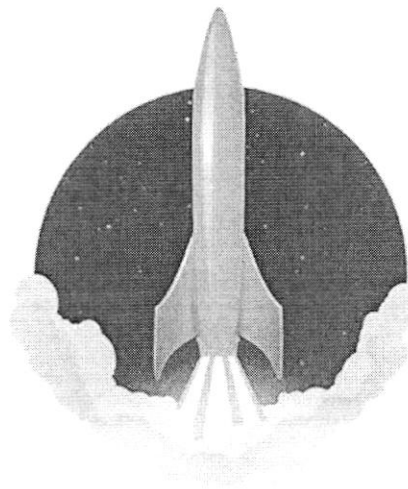
Deloitte | Letter Of Intent

1 message

USI Enabling Areas Campus <usenablingareascampus@deloitte.com>
To: "siddharthmutalik14@gmail.com" <siddharthmutalik14@gmail.com>

28 January 2020 at 19:51

Enabling Areas & Global | January 28, 2020



Congratulations!
Letter of Intent to Hire

Siddharth Mutalik,

On behalf of Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited (the "Employer" or "Company"), we are pleased to confirm our letter of intent to hire you.

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

As an acknowledgement of your acceptance of this letter of intent, please [click here](#) and share your acceptance

(accept/decline) and provide us with a few details. Kindly do get back to us within three business days of receipt of this mail, after which period this offer shall lapse automatically.

Candidate ID	24866425
---------------------	----------

A detailed offer letter describing the terms of your employment and related contingencies will follow **post your acceptance of this letter of intent.**

During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timings, at designated work space and location as may be decided by the Company.

Everyone you have interviewed with joins me in welcoming you. We at Deloitte are looking forward to you joining us. If you wish to gain any further clarity, please feel free to contact us.

Please note that Aadhaar card with complete date of birth (dd/mm/yyyy format) is required for creating UAN number for PF account. In case you do not have the Aadhaar in the correct format, request you to please update it on priority (refer attached document FAQ on E-Aadhaar for further guidance to obtain the same from the UIDAI portal). This is a very crucial part of offer release.

[Click here to write to us](#) in case you may have any queries. Thank you!

Regards,
Campus Recruitment team

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Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee ("DTTL"), its network of member firms, and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as "Deloitte Global") does not provide services to clients. In the United States, Deloitte refers to one or more of the US member firms of DTTL, their related entities that operate using the "Deloitte" name in the United States and their respective affiliates. Certain services may not be available to attest clients under the rules and regulations of public accounting. Please see www.deloitte.com/about to learn more about our global network of member firms.

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v.E.1

3 attachments

 **image001.png**
9K

 **image003.jpg**
14K



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village,
Ranga Reddy, Hyderabad,
Telangana - 500032

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09/08/2020

Mr. M Nalin Kumar
Plot No7 ,Sreelaxmi Avenue,Dammaiguda
Near Nagaram,
Hyderabad - 500083

Subject: Offer of Employment

Dear M Nalin Kumar:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Engagement Financial Advisor** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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09/08/2020

Mr. Podduturi Varshit
House No-272, Lal Bazar
Trimulgherry,
Hyderabad - 500015

Subject: Offer of Employment

Dear Podduturi Varshit:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Engagement Financial Advisor** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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09/08/2020

Ms. Pokuri Madhuri
Flat No 202, Vignan Arcade
Santoshima Nagar Colony, Old-Safilguda,
Hyderabad - 500056

Subject: Offer of Employment

Dear Pokuri Madhuri:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Engagement Financial Advisor** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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09/08/2020

Mr. Nithin Sai Naraharisetti
IC Kranthi Towers, Prashanth Nagar
Opp A S Rao Nagar, Kapra, Ecil,
Secundrabad - 500062

Subject: Offer of Employment

Dear Nithin Sai Naraharisetti:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Engagement Financial Advisor** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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Deloitte.

Deloitte Consulting India Private Limited

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Telangana - 500032

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09/08/2020

Ms. Poloju Supriya
45-369/1
Durga Nagar, Malkajgiri,
Hyderabad - 500047

Subject: Offer of Employment

Dear Poloju Supriya:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Engagement Financial Advisor** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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10/14/2020

Ms. Kandala Gauri Alekhya
Plot -161, Defence Colony
Sainikpuri,
Secunderabad - 500094

Subject: Offer of Employment

Dear Kandala Gauri Alekhya:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Engagement Financial Advisor** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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09/09/2020

Ms. M V S Priya
Flat No 302, Sai Krishna Residency
Sri Colony, Behind Honda Showroom, RK Puram,
Hyderabad - 500056

Subject: Offer of Employment

Dear M V S Priya:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Engagement Financial Advisor** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **October 19, 2020**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

M V S Priya, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:
Jeniffer Miriam Cynthia
9E7628BB30814FE

Authorized Signatory



Deloitte_Offer AT.pdf



Sign Envelope ID: A41A7035-58F3-48AB-9F48-B97648D51B94

Deloitte**Deloitte Support Services India
Private Limited**Opposite Meenakshi Tech Park, 15th
Floor,
Sy.No 41, Gachibowli Village, Ranga
Reddy,
Hyderabad, Telangana - 500032Tel: +91 040 67621000
www.deloitte.com

09/08/2020

Ms. T Archana
Flat. 202, Sunarama Enclave, Ayodhya Nagar, ECIL Post, Kapra,
Hyderabad - 500062**Subject: Offer of Employment**

Dear T Archana:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Talent** based in **Hyderabad**. In accordance with the level mapping, your position with the Employer as **Associate Analyst** is closely aligned with the position of **Career Level 2** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

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Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Regd. Off.: Floor 4, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India
GST Reg No: 36AABCD9761012N CIN: U74120TG2004FTCD43417

Sign Envelope ID: A41A7035-58F3-48AB-9F48-B97648D51B94

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **October 19, 2020**, or an alternative mutually agreed upon date.



**Deloitte Support Services India
Private Limited**

Opposite Meenakshi Tech Park, 15th
Floor,
Sy.No 41, Gachibowli Village, Ranga
Reddy,
Hyderabad, Telangana – 500032

Tel: +91 040 67621000
www.deloitte.com

08/05/2020

Ms. Veluri Kameswari Harini
Hno- 1-19-74/54/101, Sharada Apartments,, Ayodya Nagar, Kapra,
Secunderabad - 500062

Subject: Offer of Employment

Dear Veluri Kameswari Harini:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst – Government & Public Services, Finance** based in **Hyderabad**. In accordance with the level mapping, your position with the Employer as **Associate Analyst** is closely aligned with the position of **Career Level 2** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 07, 2020**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,00,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

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Tel: +91 040 67621000
www.deloitte.com

08/05/2020

Ms. Naga Alekhya Rajeswari Peyyeti
Plot # 95 Road # 5J, Krishna Nagar Colony, Moula Ali,
Hyderabad - 500040

Subject: Offer of Employment

Dear Naga Alekhya Rajeswari Peyyeti:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst – Government & Public Services, Finance** based in **Hyderabad**. In accordance with the level mapping, your position with the Employer as **Associate Analyst** is closely aligned with the position of **Career Level 2** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 07, 2020**.

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As part of your annual compensation, you will receive a Total Salary of **Rs.3,00,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

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Private Limited**

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Reddy,
Hyderabad, Telangana - 500032

Tel: +91 040 67621000
www.deloitte.com

08/05/2020

Mr. K R Krishna Deshikan
H.No. 2-2-56/5/161, Rukmini Enclave Road, Prem Nagar, Madhwa Bollaram,
Secunderabad - 500015

Subject: Offer of Employment

Dear K R Krishna Deshikan:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst – Government & Public Services, Finance** based in **Hyderabad**. In accordance with the level mapping, your position with the Employer as **Associate Analyst** is closely aligned with the position of **Career Level 2** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **September 07, 2020**.

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As part of your annual compensation, you will receive a **Total Salary of Rs.3,00,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached **Annexure A**.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.



New Hire Useful Information

September 7, 2020

Congrats and welcome to Deloitte family!!!

The below information will be useful in identifying the practice you belong to:

Employee Name : Rahil Siraj Lalani
Personnel Number : 592438
Official Email ID : RLALANI@DELOITTE.COM
Designation : Associate Analyst - Government & Public Services, Finance
Entity : Deloitte Support Services India Private Limited
Business : Internal Services
Business Area : Administration/Operations
Business Line : ONE TEAM NORTHEAST/GPS

Happy to help, if you need any further assistance.

Best Regards,

Talent Onboarding

Important Information

1) For any **technical or talent** related issues please contact **Technology Call Centre**.

- **Phone number:** +91 040 6762 2222
- **Toll free number:** 1800 2582 2222

2) Ensure you complete the below mentioned nominations using the following steps.

- i. **PF** ii. **Gratuity** iii. **Insurance & Other Benefits**

DeloitteNet >> Talent OnDemand >> Total Rewards >> My Pay Slip, Tax & Reimbursements >> My Transactions >> My Nominations, then click on point 1 / 2 / 3

3) Adhere to stipulated timelines for the following activities.

- **Mandatory trainings**
- **To update Bank A/C no. and PAN no.**

New Hire Paper Documents (soft copies only):

Office	Name	Email ID
All Locations	US INDIA BI	usindiabieducation@deloitte.com (for education) usindiabiemployment@deloitte.com (for employment)



**Deloitte Support Services India
Private Limited**

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Reddy,
Hyderabad, Telangana – 500032

Tel: +91 040 67621000
www.deloitte.com

09/08/2020

Ms. Medi Vijetha
6-41/8 Laxmi Nagar Colony, Dammaiguda Kessara Mandle,
Hyderabad - 500083

Subject: Offer of Employment

Dear Medi Vijetha:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Talent** based in **Hyderabad**. In accordance with the level mapping, your position with the Employer as **Associate Analyst** is closely aligned with the position of **Career Level 2** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 19, 2020**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

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Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.



New Hire Useful Information

September 7, 2020

Congrats and welcome to Deloitte family!!!

The below information will be useful in identifying the practice you belong to:

Employee Name : Tatikonda Nethraja
Personnel Number : 592413
Official Email ID : TNETHRAJA@DELOITTE.COM
Designation : Associate Analyst - Government & Public Services, Finance
Entity : Deloitte Support Services India Private Limited
Business : Internal Services
Business Area : Administration/Operations
Business Line : ONE TEAM NORTHEAST/GPS

Happy to help, if you need any further assistance.

Best Regards,

Talent Onboarding

Important Information

1) For any **technical or talent** related issues please contact **Technology Call Centre**.

- **Phone number:** +91 040 6762 2222
- **Toll free number:** 1800 2582 2222

2) Ensure you complete the below mentioned nominations using the following steps.

- i. PF ii. Gratuity iii. Insurance & Other Benefits

DeloitteNet >> Talent OnDemand >> Total Rewards >> My Pay Slip, Tax & Reimbursements >> My Transactions >> My Nominations, then click on point 1 / 2 / 3

3) Adhere to stipulated timelines for the following activities.

- Mandatory trainings
- To update Bank A/C no. and PAN no.

New Hire Paper Documents (soft copies only):

Office	Name	Email ID
All Locations	US INDIA BI	usindiabieducation@deloitte.com (for education) usindiabiemployment@deloitte.com (for employment)



deloitte oct, 29 2019

Compose

Inbox 320

Starred

Snoozed

Sent

Drafts 00

Meet

New meeting

Join a meeting

Hangouts

Bhavans

No recent chats

Start a new one

Details of selected students - Bhavans \



Bhavans Placements <placementcellbvc@gmail.com>

to titus

Dear Tina ,

Greetings for the Day

Apologies for the delay . PFA the information as asked in the p

Thanks and Regards,

Dr. Seema Ghosh

Associate Professor and Placement Coordinator

BVC

9849307930.

2 Attachments

Sl No	Name	Roll No	Address	Phone No	College Name
1
2
3
4

Name	College Name	College City	Roll No
...
...

	A	B	C	D	E	F	G	H	I	J	K	L
	S.No	firstName	middleName	lastName		email Id	College Name	College City	Title/Designation (per JD)	Hire Type	Prefix	Candidate First Name (per Aad
1												
2												
3												
4	1	medi		vijetha	medivijetha	medivijetha785@gmail.com	bhavans vivekananda college	Hyderabad	Associate Analyst	fte	ms.	Vijetha
5	2	AKHIL		HARIDAS	AKHILHARIDAS	haridas.akhil99@gmail.com	bhavans vivekananda college	Hyderabad	Associate Analyst	FTE	Mr.	AKHIL
6	3	Akshat		Khatttri	AkshatKhatttri	prawaalkhatttri@gmail.com	bhavans vivekananda college	Hyderabad	Associate Analyst	fte	Mr.	Akshat
7	4	T		ARCHANA	TARCHANA	tarchana0206@gmail.com	bhavans vivekananda college	Hyderabad	Associate Analyst	fte	ms.	T
8												
9												
10												
11												
12												
13												
14												
15												

Details of selected students - B... x ACfrOgAmZiXRWoQ9-x3CIX-6... x

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Deloitte_Bhavan's Vivekananda College, Hyderabad_EA Shortlists.xlsx Open with

	A	B	C	D	E	F	G	H	I	J	K
1											
2	S.No	firstName	middleName	lastName	emailId	College Name	College City	Title/Designation (per JD)	Hire Type	Prefix	Candidate First Name (per Aad
3											
4	1	Veluri	Kameswari	Harini	vkharini2000@gmail.com	Bhavan's Vivekananda College	Hyderabad	Associate Analyst(GPS)	FTE	Miss.	Veluri Kameswari
5	2	Naga Alekhya Rajeswari		Peyyeti	alekhyapn2000@gmail.com	Bhavan's Vivekananda College	Hyderabad	Associate Analyst(GPS)	FTE	Miss.	Naga Alekhya Rajeswari
6	3	Sai Shivani		Bojja	shivainagarjun@gmail.com	Bhavan's Vivekananda College	Hyderabad	Associate Analyst(GPS)	FTE	Miss.	B
7	4	K.R.Krishna		Deshikn	krishnadeshikankr@gmail.com	Bhavan's Vivekananda College	Hyderabad	Associate Analyst(GPS)	FTE	Mr.	K R Krishna
8	5	v.vaishnavi		priya	Vaishnavipriya333@gmail.com	Bhavan's Vivekananda College	Hyderabad	Associate Analyst(GPS)	FTE	Ms.	V Vaishnavi
9	6	Rahil	Siraj	Lalani	rahilalani143@gmail.com	Bhavan's Vivekananda College	Hyderabad	Associate Analyst(GPS)	FTE	Mr.	Rahil
10	7	nethraja		tatikonda	tatikondanethra@gmail.com	Bhavan's Vivekananda College	Hyderabad	Associative Analyst(GPS)	FTE	ms	Tatikonda
11											

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Details of selected students - B... x ACFrOgAmZiXRWoQ9-x3CIX-6... x

mail.google.com/mail/u/0/?tab=rm#search/deloitte+oct%2C+29+2019+/KtbxLvHXHZzCQ8vDvXdfqWwgZCCjBpKLB?projector=1&messagePartId=0.2

VOE_Bhavans_Consulting.xlsx Open with

	A	B	C	D	E	F	G	H	I	J
		Name	College Name	College City	Title/Designation	Prefix	Candidate First Name	Candidate Last Name	Candidate Mobile Number	Alternate M Number
1										
2										
3	Sai Sumanth Reddy Yerraguntla		Bhavan's vivekanada degree college	Sainikpuri	Associate Analyst (consulting)	Mr.	Sai Sumanth	Yerraguntla	7893637873	9440
4	Abhishek Manepalli		Bhavan's vivekanada degree college	Sainikpuri	Associate Analyst (consulting)	Mr.	Abhishek	Manepalli	8977798798	8555
5										
6										
7										

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Deloitte Selected Students.

Associate Analyst, ELE				
S. No	firstName	middleNam	lastName	email Id
1	medi		vijetha	medivijetha786@gmail.com
2	AKHIL		HARIDAS	haridas.akhil99@gmail.com
3	Akshat		Khattri	prawaalkhattri@gmail.com
4	T		ARCHANA	tarchana0206@gmail.com

Associate Analyst, Government and Public Services (GPS)				
S. No	firstName	middleNam	lastName	emailId
1	Veluri	Kameswar	Harini	vkharini2000@gmail.com
2	Jaga Alekhya Rajeswari		Peyyeti	alekhyapn2000@gmail.com
3	Sai Shivani		Bojja	shivaninagarjun@gmail.com
4	K.R.Krishna		Deshikn	krishnadeshikankr@gmail.com
5	v.vaishnavi		priya	Vaishnavipriya333@gmail.com
6	Rahil	Siraj	Lalani	rahilalani143@gmail.com
7	nethraja		tatikonda	tatikondanethra@gmail.com

Associate Analyst, Engagement Financial Advisor (EFA)				
S. No	firstName	middleNam	lastName	emailId
1	Yash	Jai	Gwalani	yashgwalani11@gmail.com
2	Trishalaa		R	trishalaa99@gmail.com
3	Siddharth		Mutalik	siddharthmutalik14@gmail.com
4	M	Nalin	Kumar	nalinkakarot@gmail.com
5	podduturi		varshit	varshit1812@gmail.com
6	Pokuri		Madhuri	pokuri.madhuri99@gmail.com
7	Nithin	Sai	Naraharisetti	nithinsai1609@gmail.com
8	SUPRIYA		POLOJU	supriyapoloju7@gmail.com
9	Gauri	Alekhya	Kandala	gaurialekhyakandala@gmail.com
10	Siva Priya		Mukkamala	mukkamalapriya052@gmail.com

Associate Analyst, Consulting							
S. No	firstName	middleName	lastName	emailId	alternateEmailId	mobileNumber	gender
1	Abhishek		Manepalli	abhishekbond59@gmail.com		8977798798	Male
2	Laxmi	Prasanna	Nangunuri	nangunuri.prasanna@gmail.com	nangunuriramya@gmail.com	6303216231	Female
3	POSANI		KASI AVANESH	posanikasiavanesh@gmail.com	kasiavaneshposani@gmail.com	9948086698	Male
4	Rohan		K	rohankataray13@gmail.com		7731004595	Male
5	Sai Sumanth Reddy		Yerraguntla	y.saisumanthreddy@gmail.com	1992chinna@gmail.com	7893637873	Male

Dear Sowmya Lakshmi

Subsequent to our discussions, we are delighted to extend this offer of employment for the position of **Process Associate** in EnergyTech Global on the following terms:

Date of Joining	Appointment will commence from 1st May 2020
Probation Period	You will be on probation for a period of three months from the date of joining
Compensation	Your gross compensation will be INR 2,50000 (Rupees Two Lakhs Fifty Thousand only) per year. This includes standard benefits and flexible benefits. Details of compensation, benefits and other terms of employment will be provided in a separate employment contract.
Place of Posting	You will be posted at Hyderabad. However, the job may require you to go anywhere in India or abroad as per the requirements of the organization from time to time

You shall abide by the policies and rules made and modified by the organization from time to time. Kindly sign and return a copy of the letter as a token of your acceptance of the appointment.

We welcome you to EnergyTech Global Pvt. Ltd. and wish you success in your new career.

With best wishes,

For **ENERGYTECH GLOBAL PRIVATE LIMITED**


Usha Sattiraju
HR Manager
Place: Hyderabad
Date: 29th Nov 2019





**ENERGYTECH
GLOBAL**

Dear Putumbaka Sindhu

Subsequent to our discussions, we are delighted to extend this offer of employment for the position of **Process Associate** in EnergyTech Global on the following terms:

Date of Joining	Appointment will commence from 1st May 2020
Probation Period	You will be on probation for a period of three months from the date of joining
Compensation	Your gross compensation will be INR 2,50000 (Rupees Two Lakhs Fifty Thousand only) per year. This includes standard benefits and flexible benefits. Details of compensation, benefits and other terms of employment will be provided in a separate employment contract.
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We welcome you to EnergyTech Global Pvt. Ltd. and wish you success in your new career.

With best wishes,

For ENERGYTECH GLOBAL PRIVATE LIMITED



Usha Sattiraju
HR Manager
Place: Hyderabad
Date: 29th Nov 2019

Dear Madhulika Anagha

Subsequent to our discussions, we are delighted to extend this offer of employment for the position of **Process Associate** in EnergyTech Global on the following terms:

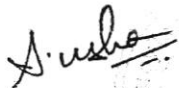
Date of Joining	Appointment will commence from 1st May 2020
Probation Period	You will be on probation for a period of three months from the date of joining
Compensation	Your gross compensation will be INR 2,50,000 (Rupees Two Lakhs Fifty Thousand only) per year . This includes standard benefits and flexible benefits . Details of compensation, benefits and other terms of employment will be provided in a separate employment contract .
Place of Posting	You will be posted at Hyderabad . However, the job may require you to go anywhere in India or abroad as per the requirements of the organization from time to time

You shall abide by the policies and rules made and modified by the organization from time to time. Kindly sign and return a copy of the letter as a token of your acceptance of the appointment.

We welcome you to EnergyTech Global Pvt. Ltd. and wish you success in your new career.

With best wishes,

For ENERGYTECH GLOBAL PRIVATE LIMITED



Usha Sattiraju
HR Manager
Place: Hyderabad
Date: 29th Nov 2019

Dear Anjali Sasi Kumar

Subsequent to our discussions, we are delighted to extend this offer of employment for the position of Process Associate in EnergyTech Global on the following terms:



Date of Joining	Appointment will commence from 1st May 2020
Probation Period	You will be on probation for a period of three months from the date of joining
Compensation	Your gross compensation will be INR 2,50,000 (Rupees Two Lakhs Fifty Thousand only) per year. This includes standard benefits and flexible benefits. Details of compensation, benefits and other terms of employment will be provided in a separate employment contract.
Place of Posting	You will be posted at Hyderabad . However, the job may require you to go anywhere in India or abroad as per the requirements of the organization from time to time

You shall abide by the policies and rules made and modified by the organization from time to time. Kindly sign and return a copy of the letter as a token of your acceptance of the appointment.

We welcome you to EnergyTech Global Pvt. Ltd. and wish you success in your new career.

With best wishes,

For **ENERGYTECH GLOBAL PRIVATE LIMITED**



Usha Sattiraju
HR Manager
Place: Hyderabad
Date: 29th Nov 2019

Dear R. Rishi Kiran,

Subsequent to our discussions, we are delighted to extend this offer of employment for the position of **Process Associate** in EnergyTech Global on the following terms:



Date of Joining	Appointment will commence from 1st May 2020
Probation Period	You will be on probation for a period of three months from the date of joining
Compensation	Your gross compensation will be INR 2,50,000 (Rupees Two Lakhs Fifty Thousand only) per year. This includes standard benefits and flexible benefits. Details of compensation, benefits and other terms of employment will be provided in a separate employment contract.
Place of Posting	You will be posted at Hyderabad. However, the job may require you to go anywhere in India or abroad as per the requirements of the organization from time to time

You shall abide by the policies and rules made and modified by the organization from time to time. Kindly sign and return a copy of the letter as a token of your acceptance of the appointment.

We welcome you to EnergyTech Global Pvt. Ltd. and wish you success in your new career.

With best wishes,

For **ENERGYTECH GLOBAL PRIVATE LIMITED**



Usha Sattiraju
HR Manager
Place: Hyderabad
Date: 29th Nov 2019

Dear Anil Vara Prasad,

Subsequent to our discussions, we are delighted to extend this offer of employment for the position of **Process Associate** in EnergyTech Global on the following terms:



Date of Joining	Appointment will commence from 1st May 2020
Probation Period	You will be on probation for a period of three months from the date of joining
Compensation	Your gross compensation will be INR 2,50,000 (Rupees Two Lakhs Fifty Thousand only) per year. This includes standard benefits and flexible benefits. Details of compensation, benefits and other terms of employment will be provided in a separate employment contract.
Place of Posting	You will be posted at Hyderabad. However, the job may require you to go anywhere in India or abroad as per the requirements of the organization from time to time

You shall abide by the policies and rules made and modified by the organization from time to time. Kindly sign and return a copy of the letter as a token of your acceptance of the appointment.

We welcome you to EnergyTech Global Pvt. Ltd. and wish you success in your new career.

With best wishes,

For **ENERGYTECH GLOBAL PRIVATE LIMITED**



Usha Sattiraju
HR Manager
Place: Hyderabad
Date: 29th Nov 2019



**ENERGYTECH
GLOBAL**

Part of The Energy Collective group

Date : 6-08-2020
Name : **Shamili Rose Raju**
Address : D/O M. Raju,
31-62/3, Kalluram line,
Near Railway Station, R.K Puram,
Malkajgiri, Hyderabad
Telangana- 500056.
Contact No : 7013809551

Sub: Letter of Appointment

Dear Shamili,

With reference to your application and subsequent discussions and interviews, we are pleased to offer you an employment in the services of the EnergyTech Global as **Process Associate**. Your appointment will be effective from the date you report for duty, which shall not be later than **6th August 2020**. The Employee will report to the Project Manager and/or any other representative of the Employer designated from time to time by the Employer. You are therefore requested to report to the office on or before the said date at the initial place of posting as mentioned below.

1. You are initially posted at Hyderabad. Your appointment in the Company is subject to transfer to any of the Locations / Offices / Departments etc. anywhere in India or outside India, depending upon the exigencies of company's requirements. Your services may also be subject to transfer to the Company's associate or subsidiary units/companies/firms, etc, depending upon the exigencies. In case of such transfer the terms and conditions of your employment including gross salary and benefits, etc., as stated in this letter will continue to be applicable unless otherwise specified through a written communication by the competent authority.

2. Your services shall begin with a probation period of Three (3) Months and you would be confirmed in the employment of the Company only upon successful completion of the probation. After completion of probation period, the Employer will evaluate the Employee's performance and if satisfied with the performance of the Employee during the Probation period confirm his/her employment. In the event of the Employer not being satisfied with the performance of the Employee during the Probation period, at its discretion may either extend the Probation period or terminate the Agreement /arrangement with immediate effect.

3. You will be governed by the terms and conditions contained in this letter of appointment and as per the reasonable and lawful instructions, practices, service conditions and discipline adopted by the Company from time to time. The service conditions governing your employment in the Company shall be subject to alterations/modifications/additions from

Rose
09/09/2020

ENERGYTECH GLOBAL PRIVATE LIMITED

Module No. #404, 4th Floor, EMDBP Building,
NSIC Marketing-cum-Business Park, Kushaiguda, Hyderabad, TG, 500062, IN

Why should one consider joining us?

- EnergyTech Global is situated in a government business park with amazing workplace facilities.
- Our staff has high levels of energy, dedication and accountability. Undoubtedly they are super-smart.
- EnergyTech Global is always people-centric & excellence-driven.
- The Competitive compensation package, health insurance, Provident Fund, gratuity and much more.
- Everyday coffee, breakfast and lunch are on the house.
- Company events: Annual Team Outing, monthly movie screening at office and more!
- Amazing leave policy: 42 days' time-off in a year (20 days – Paid time off, 10 days – National/Public holidays, 10 days – casual leaves, 2 days - optional holidays).

Industry: IT Services and IT Consulting

Number of Employees: 60+

Shift Timings:

06:00 AM to 03:00 PM

07:00 AM to 04:00 PM

08:00 AM to 05:00 PM

Job Details:

Degree/Discipline of students Required: Any degree

Minimum Percentage: 75% consistently from 10th class onwards

Package Details: INR 2,50,000 per annum

Selection process:

Written Test (45 mins)

Quantitative Aptitude - 15 questions

Logical Reasoning - 15 questions

Chat and email writing – 2 questions

Operations Interview (30 mins)

HR Interview



Company Name: EnergyTech Global

Website: <http://www.energytech-global.com/>

Facebook: <https://www.facebook.com/energytechglobal>

About EnergyTech Global:

EnergyTech Global Private Limited is a 100% subsidiary of NEST Developments Ltd, a company incorporated and registered in New Zealand. We are the technology development arm of NEST Developments Ltd which is tasked to develop, support and maintain enterprise software solutions for Global electricity retail markets. EnergyTech offers full range of value-based services comprising of developing company wide application strategies through solution implementation, training and support services in the electricity industry.

Our Customer support activities include direct interaction with the customers through Live chat and Email to provide quicker resolution than a long wait time over the phone. EnergyTech also conducts a thorough Business Analysis by evaluating various business optimization reports and check the health of the system workflows.

We at EnergyTech are skilled in working within a transactional environment - forming the basis of managing the customer lifecycle of an electricity account and payment management. We work on Open Source Software to handle the chat and email interactions of our customers.

EnergyTech Global is well supported by a staff of multi-talented professionals with extensive experience in a range of industries, including utilities, GIS, marketing, and finance. This broad coverage of skills helps EnergyTech Global to foster innovative solutions to industry problems and identify operational process improvements as part of their Business Analysis function. Our teams play an active role in all aspects of the client engagement.

This includes:

- ✓ Gathering and analyzing information, formulating and testing hypotheses, and developing and communicating recommendations.
- ✓ Present results to management and implement recommendations in collaboration with other team members.
- ✓ Gain new skills and build on the strengths they bring to the firm.

Business Optimization Process Associate receives exceptional training as well as frequent coaching and mentoring from colleagues on their teams. This support includes a Mentor assigned to help guide their career as well as extensive formal training in your early days as a Business Optimization Specialist and beyond.

Additionally, teams receive guidance and support from us in the selection of projects, helping you to develop your skills and build your network.

We view the Process Associate position as the start of a rewarding, challenging, and highly flexible career with EnergyTech Global. During the first few years with the firm, the candidate will serve as a Process Associate on multiple engagements and work with several colleagues and clients in a range of industry and functional areas.

Usha Gayathri Sattiraju <usha.sattiraju@energytech-global.com>

2/12/2019 14:28

Offered Students list -Campus Drive on 29 Nov 19

To placementcell placementcell <placementcell@bhavansvc.org> Copy ETG-HR <hr@energytech-global.com>

Hi Seema,

Below is the selected students list. We have issued the offer letters as well to the students at the conclusion of the drive.

Request you to ensure that these students joins us after the completion of their exams.

1. Roy Nijhum Arindom
2. Sowmya Laxmi
3. Aashika Srivastava
4. P. Sindhu ✓
5. Anagha Madhulika
6. Anjali Sasi Kumar
7. R. Rishi Kiran
8. Anil Varaprasad
9. Sumita Bhowmick
10. G.Vaishnavi
11. Shamili Rose. R

Below is the link to our Facebook posts with these **11 future superstars** of EnergyTech Customer Experience Team.

<https://www.facebook.com/energytechglobal/photos/pcb.2413516545579629/2413515038913113/?type=3&theater>

Regards,

Usha

HR Manager

+91 9100788983

EnergyTech Global

NSIC Business Park,

Module No: 404, EMDBP Building,

ECIL P.O, Hyderabad - 500062

Web: <http://www.energytech-global.com/>



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working world

Ernst & Young LLP
THE SKYVIEW 10
18th Floor, "SOUTH LOBBY"
Survey No 83/1, Raidurgam
Hyderabad - 500 032, India
Phone: +91 40 6736 2000
Fax:

12 November 2020

Mr. Aakash M Chandani
1-2-376/1/A/304, Star Homes Apartment,
Gaganmahal, Domalguda, Hyderabad, 500029

Your appointment as Analyst in Business Consulting Risk

Dear Aakash,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **Ernst & Young LLP** subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

1. Job Title

You shall be designated as **Analyst** in Band 6.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 3,50,000 per annum (Rupees Three Lakh Fifty Thousand Only only)**. A typical break up is provided as an Illustration in Annexure A to this Agreement.
- b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

3. Date of joining

As agreed, you shall join the services of the Firm on **23 November 2020**.

4. Probation

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.



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Ernst & Young LLP
Oval Office, 18, iLabs Centre
HITECH City, Madhapur
Hyderabad - 500 081
India

Tel : +91 40 6736 2000
ey.com

Mr./Ms. Navya Nandipita

September 6, 2019

Offer for Analyst in Risk Advisory Services – Internal Audit

Dear Navya

Congratulations!

We are pleased to offer you a position of a **Analyst in TMT - Risk**.

- **Entity** : Ernst & Young LLP
- **Location** : Hyderabad (The job location is tentative and you are liable to be posted at any location in India.)
- **Fixed CTC** : INR 3,50,000 (Rupees three lakh fifty thousand only)
- **Date of Joining** : TBD

We understand that you will be appearing for your **Final exams** this year. Your selection and this offer is subject to your clearing **Final exams** in May/June-2020. In case you are unsuccessful in clearing the said exam, this offer will be automatically considered withdrawn and invalid. You will be required to submit your passing/clearing certificate for the said exam, for the confirmation of your appointment.

A detailed offer letter will be issued to you on your date of joining. Please sign and return the duplicate copy of this letter, as a token of your acceptance.

We look forward to a long and mutually beneficial association with you.

Yours sincerely,
for Ernst & Young LLP

ChandraSekhar P

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature

Date

06/09/2019

N. NAVYA



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Ernst & Young LLP
Oval Office, 18, iLabs Centre
Hitech City, Madhapur
Hyderabad - 500 081
India

Tel : +91 40 6736 2000
ey.com

Mr./Ms. T. Thilak Shivadur
Hydrabad

September 6, 2019

Offer for Analyst in Risk Advisory Services – Internal Audit

Dear Thilak,

Congratulations!

We are pleased to offer you a position of a Analyst in TMT - Risk

- **Entity** : Ernst & Young LLP
- **Location** : Hyderabad (The job location is tentative and you are liable to be posted at any location in India.)
- **Fixed CTC** : INR 3,50,000 (Rupees three lakh fifty thousand only)
- **Date of Joining** : TBD

We understand that you will be appearing for your **Final exams** this year. Your selection and this offer is subject to your clearing **Final exams** in May/June 2020. In case you are unsuccessful in clearing the said exam, this offer will be automatically considered withdrawn and invalid. You will be required to submit your passing/clearing certificate for the said exam, for the confirmation of your appointment.

A detailed offer letter will be issued to you on your date of joining. Please sign and return the duplicate copy of this letter, as a token of your acceptance.

We look forward to a long and mutually beneficial association with you.

Yours sincerely,
for Ernst & Young LLP

ChandraSekhar P

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature _____ Date _____



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Ernst & Young LLP
Oval Office, 18, iLabs Centre
HITECH City, Madhapur
Hyderabad - 500 081
India

Tel : +91 40 6736 2000
ey.com

Mr./Ms. Srinath Upadrosta
Hydrabad

September 6, 2019

Offer for Analyst in Risk Advisory Services – Internal Audit

Dear Srinath,

Congratulations!

We are pleased to offer you a position of a Analyst in TMT - Risk.

- **Entity** : Ernst & Young LLP
- **Location** : Hyderabad (The job location is tentative and you are liable to be posted at any location in India.)
- **Fixed CTC** : INR 3,50,000 (Rupees three lakh fifty thousand only)
- **Date of Joining** : TBD

We understand that you will be appearing for your **Final exams** this year. Your selection and this offer is subject to your clearing **Final exams** in May/June 2020. In case you are unsuccessful in clearing the said exam, this offer will be automatically considered withdrawn and invalid. You will be required to submit your passing/clearing certificate for the said exam, for the confirmation of your appointment.

A detailed offer letter will be issued to you on your date of joining. Please sign and return the duplicate copy of this letter, as a token of your acceptance.

We look forward to a long and mutually beneficial association with you.

Yours sincerely,
for Ernst & Young LLP

ChandraSekhar P

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature U.V. Srinath Date 06/09/2019
U.V. SRINATH



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Ernst & Young LLP
THE SKYVIEW 10
18th Floor, "SOUTH LOBBY"
Survey No 83/1, Raidurgam
Hyderabad - 500 032, India
Phone: +91 40 6736 2000
Fax:

17 November 2020

Ms. Disha Patel
306, Bowenpally, Hyderabad, 500011

Your appointment as Analyst in Business Consulting Risk

Dear Disha,

With reference to your application and the subsequent interview(s) you have had with us, we are pleased to confirm your appointment for the above position in **Ernst & Young LLP** subject to the following terms and conditions. Further, we understand that you have appeared / will be appearing for Final exams. This appointment is subject to you clearing said exams. In case you are unsuccessful this appointment will automatically be void.

1. Job Title

You shall be designated as **Analyst** in Band 6.

The designation and band are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The Management retains the right at all times to change / modify / amend the titles/ designations or to rearrange the band structure, which may impact the above fact.

2. Annual compensation

- a. Your annual compensation including benefits, allowances, and perquisites, if any, payable by the Firm is **INR 3,50,000 per annum (Rupees Three Lakh Fifty Thousand Only)** only). A typical break up is provided as an Illustration in Annexure A to this Agreement.
- b. Besides this you will be eligible for Gratuity as per Payment of Gratuity Act, 1972. You may note that as per the Act provisions there is an upper limit of 20 Lakh.
- c. Your compensation will be subject to income tax as per the provisions of the Income Tax Act, 1961.

3. Date of joining

As agreed, you shall join the services of the Firm on **07 December 2020**.

4. Probation

You shall be on probation for a period of (6) months from your date of joining, the period of which may be further extended at the discretion of the Management. After completion of the probation period and subject to your performance your appointment shall be confirmed in writing.

Ernst & Young LLP, a Limited Liability Partnership with LLP Identity No. AAB-4343
A member firm of Ernst & Young Global Limited, Regd. Office: 22 Camac Street, 3rd Floor, Block C, Kolkata - 700016



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Ernst & Young LLP
Oval Office, 18, iLabs Centre
Hitech City, Madhapur
Hyderabad - 500 081
India

Tel : +91 40 6736 2000
ey.com

Mr./Ms. Roshan
Hyderabad

September 6, 2019

Offer for Analyst in Risk Advisory Services – Internal Audit

Dear Roshan

Congratulations!

We are pleased to offer you a position of a Analyst in TMT - Risk.

- **Entity** : Ernst & Young LLP
- **Location** : Hyderabad (The job location is tentative and you are liable to be posted at any location in India.
- **Fixed CTC** : INR 3,50,000 (Rupees three lakh fifty thousand only)
- **Date of Joining** : TBD

We understand that you will be appearing for your **Final exams** this year. Your selection and this offer is subject to your clearing **Final exams in May/June 2020**. In case you are unsuccessful in clearing the said exam, this offer will be automatically considered withdrawn and invalid. You will be required to submit your passing/clearing certificate for the said exam, for the confirmation of your appointment.

A detailed offer letter will be issued to you on your date of joining. Please sign and return the duplicate copy of this letter, as a token of your acceptance.

We look forward to a long and mutually beneficial association with you.

Yours sincerely,
for Ernst & Young LLP

ChandraSekhar P

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature _____ Date _____

Campus Hiring - Bhavans College - Reg

Kalyani Maharana <Kalyani.Maharana@in.ey.com>
To: Bhavans Placements <placementcellbvc@gmail.com>

Wed, Sep 11, 2019 at 4:07 PM

Thanks Mam. Please find the below updated list.

From: Kalyani Maharana
Sent: Tuesday, September 10, 2019 2:58 PM
To: Bhavans Placements <placementcellbvc@gmail.com>
Subject: RE: Campus Hiring - Bhavans College - Reg

Thank you mam for your entire team support!!

We are extremely happy to extend an offer to these 5 bright students from your college. In addition to this we would be also be extending an offer to Roshan (EY Scholarship winner).

S. No	Name	Education details	
1	Aakash M Chandani	BCOM (HONS)	2020
2	Sanchit Sikke Srinath Upadrasta	BCOM (HONS)	2020
3	T. Thilak Shivadev	BCOM (HONS)	2020
4	Navya Nandipeta	BCOM (HONS)	2020
5	Disha Patel	BBA	2020

[Quoted text hidden]
[Quoted text hidden]

FACTSET) SEE THE ADVANTAGE

21/04/2020

Ashtakala Aparajitha

H no. 7-17/68

Siddhartha nagar

Dammaiguda, Hyderabad

Offer of Employment

Dear Ashtakala

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Advisor, Client Solutions** with effect from **17 August, 2020**. You will be based in our **India, Hyderabad, DVS, SEZ-3 - Orion B4,5; FL 8,10 (Hyderabad - Divyasree 2)** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual Cost to the Company is **4,48,196** and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

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 market leaders. We assure you of our support for your professional development and growth.

FACTSET › SEE THE ADVANTAGE

21/04/2020

Jonnalagadda Manideep
Flat no-101
Bhavani appartmentsKalyan nagar
East Maredepally, Secunderabad

Offer of Employment

Dear Jonnalagadda

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Advisor, Client Solutions** with effect from **10 August, 2020** . You will be based in our **India, Hyderabad, DVS, SEZ-3 - Orion B4,5; FL 8,10 (Hyderabad - Divyasree 2)** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual Cost to the Company is **4,48,196** and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

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 market leaders. We assure you of our support for your professional development and growth.



Bhavans Placements <placementcellbvc@gmail.com>

FY20 Bhavans Vivekananda PG College-CUS Campus Hiring - Final Select

1 message

T V N R Satyendra Kumar <stiruvuru@factset.com>
To: "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>
Cc: Anupma Ranjan <aranjan@factset.com>

Thu, Feb 6, 2020 at 6:22 PM

Hi Seema,

Greetings from FactSet !

Please find below candidate who are final select for FactSet.

S.No	Full Name	Gender
1	Ashtakala Aparajitha	Female
2	Manideep.J	Male

We congratulate the candidate and looking forward for them to onboard in the month of May 1st Week. Please revert back with your confirmation.

Thank you once again for all the support extended during the placement process.

Regards,

T V N R Satyendra Kumar
Lead Talent Acquisition Specialist

FactSet Systems India Pvt Ltd
M +91-9573060259 T +91 40 456247413;extension:777413
stiruvuru@factset.com;
www.factset.com/careers

FACTSET) SEE THE ADVANTAGE

FINANCIAL DATA | ANALYTICS | TECHNOLOGY | SERVICES



Franklin Templeton International Services (India) Pvt. Ltd.
Franklin Templeton Park, Plot No. 18-23, Financial District,
Nanakramguda Village, Serilingampally Revenue Mandal,
Hyderabad, Telangana - 500 019.
Phone : +91-40-6697 1000, Fax: +91-40-6697 1010

Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020

Jerusha Carolin Silumula
Hyderabad,

Dear Jerusha Carolin,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 10, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



**FRANKLIN
TEMPLETON**

Franklin Templeton International Services (India) Pvt. Ltd.
Franklin Templeton Park, Plot No. 18-23, Financial District,
Nanakramguda Village, Serilingampally Revenue Mandal,
Hyderabad, Telangana - 500 019.
Phone : +91-40-6697 1000, Fax: +91-40-6697 1010

Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020

**Sai Shivani Adala
Hyderabad,**

Dear Sai Shivani,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 10, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



**FRANKLIN
TEMPLETON**

Franklin Templeton International Services (India) Pvt. Ltd.
Franklin Templeton Park, Plot No. 18-23, Financial District,
Nanakramguda Village, Serilingampally Revenue Mandal,
Hyderabad, Telangana - 500 019.
Phone : +91-40-6697 1000, Fax: +91-40-6697 1010

2.2 Protection of Confidential Information:

Employee agrees that at all times during or subsequent to his or her employment, he or she will hold in trust, keep confidential and not disclose to any third party or make any use of the Company's Confidential Information whether directly or indirectly, except for the benefit of the Company or any of its affiliates and in the course of his or her employment in the Company. Employee further agrees not to cause the transmission, removal or transport of Confidential Information from the Company's places or business or such other place of business specified by the Company, without prior written approval of the Management or such other authorized agent of the Company as designated in writing by the Management.

Employee also agrees that before, during and after his/her employment by Company, all Confidential Information will remain Company's property, and he/she must deliver any such Confidential Information in tangible or electronic form or copies thereof that are or may be in his/her possession or control to the Company upon the termination of their employment in accordance with this employment offer letter, or at any earlier time requested by the Company.

Employee agrees that all programs, systems, system specifications, flow diagrams, inventions, discoveries, improvements, processes, methods, practices, techniques, compounds, works-in-progress, formulae, data, derivative works, hardware, software, and other developments (hereinafter referred to as "Inventions") conceived, created, discovered or developed by the Employee, solely or jointly with others, during the term of its employment, and which are capable of being used in or relate to or affect any business of the Company (including any reasonably foreseeable evolution thereof), and any patents, copyrights, trademarks and other intellectual property resulting from or issued thereupon, shall be fully and promptly disclosed by the Employee to the Company and shall be the sole and absolute property of the Company free of any reserved or other rights of any kind on their part. To the extent that any such Invention shall be copyrightable in any jurisdiction, and to the extent that any such copyrightable Invention does not meet the standards for a "work made for hire" in any such jurisdiction, this Agreement shall be considered an assignment of such copyright to the Company. Employee agrees that at all times; any such Invention shall be Confidential Information, and thus subject to the terms of this employment agreement. Employee further agrees to and shall execute and promptly deliver to the Company all documents requested and deemed necessary by the Company to secure, register or record Company's ownership over such Invention (including any copyright or patent rights thereto) in any jurisdiction, without further compensation payable to the Employee but at the expense of the Company. Such documents shall be sufficient to convey, without limitation, title to the copyrights and to any patent rights available for any Inventions made.

2.3 The Employee agrees that this Agreement shall govern all the communications relating to Information between the parties hereto. The obligations set forth in this Agreement shall bind the parties from the date of disclosure of Information and such obligations shall survive the termination or earlier expiration of this Agreement.



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Phone : +91-40-6697 1000, Fax: +91-40-6697 1010

PART 3 - TERMINATION OF EMPLOYMENT

3.1 Delivery of Documents and Data Upon Termination of Employment: In the event of termination (voluntary or otherwise) of Employee's employment with the Company, Employee agrees, promptly and without request, to deliver to and inform the Company of all documents and data pertaining to his or her employment and the Company's Confidential Information, whether prepared by Employee or otherwise coming into his or her possession. Employee will not retain any written or other tangible material containing any information concerning or disclosing any other Company's Confidential Information.

3.2 Obligations of Employee Subsequent to Employment: In the event of termination (voluntary or otherwise) of Employee's employment with the Company, Employee agrees that he or she will protect the value of the Company's Confidential Information and prevent the misappropriation or disclosure thereof. Employee will not disclose or use to his or her benefit (or the benefit of any third party) or to the detriment of the Company any Confidential Information.

Please confirm your understanding and agreement to the above rules by signing below.

Sincerely,
For Franklin Templeton International Services India Pvt. Ltd.

Payal Malhotra
Head of Talent Acquisition – India

Acknowledgement

I confirm that I have read and fully understand the above terms and conditions. I confirm acceptance of this offer.

Name:

PAN Card No./Adhar Card No./Passport No.:

Date:



Franklin Templeton International Services (India) Pvt. Ltd.
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Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020

**Sree Chandana Tandra
Hyderabad,**

Dear Sree Chandana,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 10, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

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Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



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Congratulations and a Warm Welcome!!!

July 14, 2020

Haimantee Chattopadhyay
Hyderabad,

Dear Haimantee,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

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Working Hours

You will be required to work in shifts, based on the operational needs of your department. However, subject to applicable laws, your working hours might be adjusted from time to time, as determined by your supervisor. By accepting this offer of employment, you have given your consent to work in shifts as per operational needs.

Cost to Company (CTC)

The illustrative break-up of your annual CTC including benefits, allowances and perquisites, if any, payable by the Company is provided in Annexure – 1 & 2.

Your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) shall be subject to an annual review in accordance with the Company policy and any adjustment shall be at the sole discretion of the Company.

Your CTC shall be governed by the tax laws of Govt. of India and any Income Tax on Employment shall be solely borne by you.

Apart from the monthly gross remuneration (including bouquet of benefits, conveyance and special allowance), you will be eligible to participate in the Company's Annual Incentive Compensation Plan (AIP) in the year of joining if your joining date is prior to July 01. If the date of joining is July 01 or thereafter, you will be eligible for AIP from the subsequent performance year (1st October-30th September) onwards. The figure given in your cost to company (CTC) breakup in Annexure-1 is only the target bonus. Annual bonus awards are based upon company and individual performance and are variable and not guaranteed. The Company reserves the right, in its sole discretion to amend/cancel the AIP at any time in whole or in part and there is no contractual obligation on payment. You must continue to be employed by the Company on the date of payment to be eligible to participate in AIP.

Benefits

You will be entitled to participate in the benefits plan as offered by the Company from time to time. The Company reserves the right to amend or discontinue any or part of the benefits plan, to the extent allowed by applicable legislation without compensation for such amendment or discontinuance.

Company Policies, Regulations and applicable laws

You will be subject to staff policies and regulations as determined by the Company from time to time. You shall be also responsible to adhere to and discharge all the duties and obligations of an employee mentioned in the applicable laws including prevention of sexual harassment laws. The Company reserves the right to amend its staff policies and regulations as appropriate without giving prior notice to employees. The policies and procedures, however, do not form part of these terms of employment, and you acknowledge that they do not provide you with any contractual right or entitlement.

Data Privacy

By signing this agreement, you acknowledge and agree that any personal information and data (whether belonging to you or your dependents and beneficiaries) which you supply to the Company, or which is



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Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020

**Chandrika Beeramgudam
Hyderabad,**

Dear Chandrika,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 10, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

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Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



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Congratulations and a Warm Welcome!!!

July 14, 2020

**Chandana Reddy Kandadi
Hyderabad,**

Dear Chandana reddy,

It is our pleasure to offer you the position of Graduate Trainee Operations. Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

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July 14, 2020

**Chandrika Shroff
Hyderabad,**

Dear Chandrika,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

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July 14, 2020

**Raghavendra Rao Gamoji
Hyderabad,**

Dear Raghavendra Rao,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

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July 14, 2020

**Sanjana Bansode
Hyderabad,**

Dear Sanjana,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

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July 14, 2020

**Abhinav Savio Gemonie
Hyderabad,**

Dear Abhinav Savio,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

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Probation

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Annexure I

Name :	Abhinav Savio Gemonie
Job Title :	Graduate Trainee Operations
ISC Title :	Graduate Trainee Operations

Compensation Break-Up		
Component	Rs. Per Annum	Rs. Per Month
Basic	92,700	7,725
HRA	46,350	3,863
Statutory Bonus	16,800	1,400
Special Allowance	6,000	500
Conveyance Allowance	39,600	3,300
Bouquet of Benefits for LTA, Meal Cards, Internet Reimbursement, Vehicle expense reimbursement for four-wheelers and Car Lease (Lease charges and Running and Maintenance charges)*	4,550	379
Gross Remuneration (including bouquet of benefits, conveyance and special allowance)	206,000	17,167
PF (Company Contribution)	19,158	1,597
Gratuity	4,459	372
*Target Performance Bonus	30,900	-
CTC	260,517	19,136
In addition to these, you shall also be eligible for following benefits:		
**Reimbursement of Interest on Soft Loan -- Loan limit - Up to		50,000
**Floater Medical Insurance Cover		500,000
**Life Insurance Coverage		600,000
**Accident Insurance Coverage (Up To)		618,000
If Vehicle Expense Reimbursement or Car Lease facility is provided to you, Conveyance Allowance will not be paid		
* Illustrative Limits per annum as follows: LTA – INR 100,000 Meal Cards – INR 22,200 Internet Reimbursement – INR 15,000 Vehicle Expense Reimbursement – INR 39,600 Car Lease – INR 1,000,000		



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Congratulations and a Warm Welcome!!!

July 14, 2020

Sai Kalyan Daddanala
Hyderabad,

Dear Sai Kalyan,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

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**FRANKLIN
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Kr Padmapriya
107217468030

Franklin Templeton International Services (India) Pvt. Ltd.
Franklin Templeton Park, Plot No. 18-23, Financial District,
Rameshwara Village, Sarojinipuram Hyderabad, India
Hyderabad, Telangana - 500 015
Phone: +91 40 0087 1000, Fax: +91 40 0087 1000

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Congratulations and a Warm Welcome!!!

July 14, 2020

Padma Priya Katakam
Hyderabad,

Dear Padma Priya,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 3, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd. at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



Annexure to Offer Letter

I hereby confirm and declare that with regard to the Cost to the Company break-up provided to me while taking up the offer at Franklin Templeton International Services (India) Pvt. Ltd.,

1. I understood and agree that the Provident Fund component is pertaining to the employer contribution on my behalf as per 'The Employees' Provident Funds and Miscellaneous Provisions Act, 1952' and it will not be paid to me directly
2. I understood and agree that I will be eligible for the Gratuity on completion of five years of continuous service at Franklin Templeton as per 'The Payment of Gratuity Act, 1972' and the Gratuity amount specified is a notional amount.
3. I understood and agree that the amount specified under Mediclaim & Group Personal Accident cover is an approximate amount that Franklin Templeton pays it to the insurance company directly on my behalf to cover my family (self, spouse and upto 2 children).
4. I understood and agree that the amount specified under Life Insurance is an approximate amount that Franklin Templeton pays to the Birla Life Insurance directly on my behalf to cover me under Life Insurance as per the company policy
5. I understood and agree that the amount specified under 'Loan Subsidy' is an approximate interest amount that Franklin Templeton reimburses if I take a loan from HDFC Bank as per my eligibility on completion of 6 months of service and is subject to tax
6. I understood and agree that if I join Franklin Templeton on or before June 30th of the year, I will be eligible for a Bonus payable during November of that year and it is subject to my performance and company's performance

KUMARI POOJA
Hno- 4-1-53, REDDY BASTI,
KONKOR, BOLARUM,
SECUNDERABAD
Name and address of the declarant

Pooja Kumari
Employee Signature:

03-AUG-2020
Date of Joining:



Franklin Templeton International Services (India) Pvt. Ltd.
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Phone : +91-40-6697 1000, Fax: +91-40-6697 1010

Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020

Sravya Gajam
Hyderabad,

Dear Sravya,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 3, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



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Working Hours

You will be required to work in shifts, based on the operational needs of your department. However, subject to applicable laws, your working hours might be adjusted from time to time, as determined by your supervisor. By accepting this offer of employment, you have given your consent to work in shifts as per operational needs.

Cost to Company (CTC)

The illustrative break-up of your annual CTC including benefits, allowances and perquisites, if any, payable by the Company is provided in Annexure – 1 & 2.

Your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) shall be subject to an annual review in accordance with the Company policy and any adjustment shall be at the sole discretion of the Company.

Your CTC shall be governed by the tax laws of Govt. of India and any Income Tax on Employment shall be solely borne by you.

Apart from the monthly gross remuneration (including bouquet of benefits, conveyance and special allowance), you will be eligible to participate in the Company's Annual Incentive Compensation Plan (AIP) in the year of joining if your joining date is prior to July 01. If the date of joining is July 01 or thereafter, you will be eligible for AIP from the subsequent performance year (1st October-30th September) onwards. The figure given in your cost to company (CTC) breakup in Annexure-1 is only the target bonus. Annual bonus awards are based upon company and individual performance and are variable and not guaranteed. The Company reserves the right, in its sole discretion to amend/cancel the AIP at any time in whole or in part and there is no contractual obligation on payment. You must continue to be employed by the Company on the date of payment to be eligible to participate in AIP.

Benefits

You will be entitled to participate in the benefits plan as offered by the Company from time to time. The Company reserves the right to amend or discontinue any or part of the benefits plan, to the extent allowed by applicable legislation without compensation for such amendment or discontinuance.

Company Policies, Regulations and applicable laws

You will be subject to staff policies and regulations as determined by the Company from time to time. You shall be also responsible to adhere to and discharge all the duties and obligations of an employee mentioned in the applicable laws including prevention of sexual harassment laws. The Company reserves the right to amend its staff policies and regulations as appropriate without giving prior notice to employees. The policies and procedures, however, do not form part of these terms of employment, and you acknowledge that they do not provide you with any contractual right or entitlement.

Data Privacy

By signing this agreement, you acknowledge and agree that any personal information and data (whether belonging to you or your dependents and beneficiaries) which you supply to the Company, or which is



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received by the Company with your consent, may be retained by the Company for any purposes related to your employment under this agreement. Such information and data may be used by the Company, Franklin and may be transferred to any company/body corporate within the group or our appointed agents, whether locally or overseas, only in connection with your employment.

Confidentiality

This offer is conditional upon your acceptance of the Company's Confidentiality agreement, a copy of which is attached for you to sign.

Non-solicitation/Non-Compete:

You agree that during your employment with the Company and for a period of 12 months after the termination of your employment, you shall not, directly or indirectly, whether for or on behalf of yourself or any other person or entity

- Induce or attempt to induce any employee of the Company to leave his / her employment with the Company;
- Interfere in any way with the relationship between the Company and any of their respective employees;
- Hire or solicit for hire, or participate with any other person or entity in hiring or soliciting for hire any individual who is an employee of the company or was an employee of the Company within one year of such hire or solicitation;
- Induce or attempt to induce any Prospective Client, or any person or entity who had been a client within the prior 12 months, or any investment manager, supplier, licensee, licensor or other business relation of the Company that you had knowledge of or dealings with, to not do, or cease doing business, with the Company; OR
- Interfere in any way with the relationship between any such past, present or Prospective Client, or any investment manager, supplier, licensee, licensor or other business relation of the Company that you had knowledge of or dealings with during your employment with the Company

Reference checks and Acceptance

This offer and acceptance is subject to receipt by the Company of satisfactory reference checks/background checks as required by the Company for verification of your employment history. Any false or misleading information provided to the Company may result in rescind of this offer and acceptance or immediate termination of your employment without any notice and compensation.

Termination

Post your probation period, in the event that either you or the Company wish to terminate this agreement, the same can be done by either party serving to the other party not less than two months' notice in writing or by making payment equivalent to two months' gross remuneration (including bouquet of benefits, conveyance and special allowance) in lieu thereof. Your notice period waiver or payment in lieu will be at the sole discretion of the Company.

In the event that you leave the services of the Company within one year of joining, you shall be required to pay back the company any kind of direct joining expenses incurred for you at the time of joining. For the purpose of this clause, joining expenses mean the relocation allowance, travel expenses, expenses



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incurred for relocation assistance such as accommodation, notice pay reimbursements etc., as applicable. These amounts shall be on actual basis and not prorated.

The Company reserves the right to terminate this agreement at any time without any prior notice if it has reasonable grounds to believe you are guilty of misconduct, persistent unpunctuality, neglect of duty, material breach of any terms of your employment or on any other ground within the labour laws of India. Any delay by the Company in exercising such right of termination shall not constitute a waiver of that right.

Upon termination of your services with the Company, you shall settle all your dues prior to the last working day and obtain clearance from all concerned departments. The Company will initiate your full and final settlement upon the receipt of the duly filled in final clearance form. Subject to restrictions mentioned under the applicable laws, the Company has the right to set off, any amount payable to you against your unpaid dues and surplus amount after adjusting such dues, if any, shall be credited to your salary account. The Company reserves the right not to release your relieving letter till the settlement of all dues from you to the Company and satisfactory handover of the responsibilities and the Company's assets is complete. The Company also reserves the right to initiate appropriate legal remedies to recover unpaid dues from you, if any.

Communication received/sent from/to the official or personal email id of the employee will be considered as valid electronic communication in writing and physical signature of the employee/employer will not be required to prove the veracity and legal validity of such communication.

Other Terms & Conditions:

1. You agree to sign undertakings as may be required by the Company from time to time.
2. Your employment with the Company will be in the nature of full time employment and you shall not undertake any other part time or full time employment of any nature, without prior approval from the Company.
3. You agree that you are currently not a party to any such agreement which restricts you from accepting this offer and subsequently joining the Company. Further, you agree that your acceptance of this offer will not conflict with, result in a breach of, or constitute a default under any agreement, order, judgment or decree of any kind to which you are a party or by which you are bound. In the unfortunate event of such a conflict or breach, you also agree that this shall be deemed completely as your responsibility and the Company will no way be responsible for any such breach or conflict.
4. The Company shall be entitled to rescind this offer and acceptance or terminate your employment, with immediate effect and without notice or liability, if any of the conditions laid down of your employment are not fulfilled or completed to the satisfaction of the Company.

This Agreement shall be governed by and construed in accordance with the laws of India and the Courts of Hyderabad shall have the exclusive jurisdiction to try all matters arising between the parties hereof.



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This offer letter, along with the Annexures appended, and the other documents which you are required to sign upon joining, constitutes the entire agreement between parties with respect to the subject matter of this offer and supersedes all previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Company or its affiliates.

To confirm your acceptance of employment with the Company, [subject to the above reference checks,] on the terms and conditions set out in this agreement, please sign and return one copy of this letter to us on your date of joining.

We hope that you will become a valuable member of our team and make a significant contribution to the organization. We look forward to working with you.

Sincerely,

For Franklin Templeton International Services India Pvt. Ltd.

Payal Malhotra
Head of Talent Acquisition – India

Acknowledgement

I confirm that I have read and fully understand the above terms and conditions. I confirm acceptance of this offer.

Name:

PAN Card No./Adhar Card No./Passport No.:

Date:



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CONFIDENTIALITY AGREEMENT

July 14, 2020

Sravya Gajam
Hyderabad,

Dear Sravya,

For the purpose of this Agreement, the term "Confidential Information" shall mean and include information that is confidential and proprietary to the Company, which the Company has, will develop or compile, including, without limitation, all customer pricing information, profit and loss statements, the Company's or Employee's productivity data, financial models and computer software programs, source or object code, electronic trading platforms, Company's products, product information about traders and other customer representatives, trading records, client lists (including Employee's rolodex or other personal files), information about direct communication lines, line lists, screen systems and wiring instructions, Company's business prospects and opportunities (including the prospects and opportunities that Employee pursue on behalf of Company during the course of their employment with Company), all other information about any customer (including, without limitation volume discounts, details of trading volumes, details of discounts and operating costs, trading philosophy and trading patterns) to whom Company, its affiliates or their respective businesses provided services during your employment with Company and any other confidential or proprietary information of Company (hereinafter collectively, "Confidential Information").

PART 1 - EFFECTIVENESS

This Agreement shall become effective on the earlier of (i) the date of commencement of Employee's employment with the Company, or (ii) the date and time at which any Confidential Information was or is first disclosed to Employee.

PART 2 - PROTECTION OF COMPANY'S CONFIDENTIAL INFORMATION

2.1 Confidential Information

The Company has and will develop, compile and own certain proprietary techniques and confidential information, which have great value in its business. The Company may be disclosing Confidential Information to Employee in the course of his or her employment. Confidential Information includes not only information disclosed by the Company but also information developed or learned by Employee during the course of his or her employment with the Company. Confidential Information is to be broadly defined and includes all proprietary information which has or could have commercial value or other utility in the business in which the Company is engaged or contemplates engaging or the unauthorized disclosure of which could be detrimental to the interests of the Company, whether or not such information is identified as Confidential Information by the Company. By example all information concerning databases, source code, object code, assemblers, generators, compilers, subroutine libraries and other computer programs, products, processes, formulas, trade secrets, innovations, inventions, discoveries, improvements, techniques, research or development and test results, specifications, data, know-how formats, marketing plans, business plans, strategies, forecasts, unpublished financial statement, budgets, projections, and customer and supplier identities, characteristics and agreements.



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2.2 Protection of Confidential Information:

Employee agrees that at all times during or subsequent to his or her employment, he or she will hold in trust, keep confidential and not disclose to any third party or make any use of the Company's Confidential Information whether directly or indirectly, except for the benefit of the Company or any of its affiliates and in the course of his or her employment in the Company. Employee further agrees not to cause the transmission, removal or transport of Confidential Information from the Company's places or business or such other place of business specified by the Company, without prior written approval of the Management or such other authorized agent of the Company as designated in writing by the Management.

Employee also agrees that before, during and after his/her employment by Company, all Confidential Information will remain Company's property, and he/she must deliver any such Confidential Information in tangible or electronic form or copies thereof that are or may be in his/her possession or control to the Company upon the termination of their employment in accordance with this employment offer letter, or at any earlier time requested by the Company.

Employee agrees that all programs, systems, system specifications, flow diagrams, inventions, discoveries, improvements, processes, methods, practices, techniques, compounds, works-in-progress, formulae, data, derivative works, hardware, software, and other developments (hereinafter referred to as "Inventions") conceived, created, discovered or developed by the Employee, solely or jointly with others, during the term of its employment, and which are capable of being used in or relate to or affect any business of the Company (including any reasonably foreseeable evolution thereof), and any patents, copyrights, trademarks and other intellectual property resulting from or issued thereupon, shall be fully and promptly disclosed by the Employee to the Company and shall be the sole and absolute property of the Company free of any reserved or other rights of any kind on their part. To the extent that any such Invention shall be copyrightable in any jurisdiction, and to the extent that any such copyrightable Invention does not meet the standards for a "work made for hire" in any such jurisdiction, this Agreement shall be considered an assignment of such copyright to the Company. Employee agrees that at all times; any such Invention shall be Confidential Information, and thus subject to the terms of this employment agreement. Employee further agrees to and shall execute and promptly deliver to the Company all documents requested and deemed necessary by the Company to secure, register or record Company's ownership over such Invention (including any copyright or patent rights thereto) in any jurisdiction, without further compensation payable to the Employee but at the expense of the Company. Such documents shall be sufficient to convey, without limitation, title to the copyrights and to any patent rights available for any Inventions made.

2.3 The Employee agrees that this Agreement shall govern all the communications relating to Information between the parties hereto. The obligations set forth in this Agreement shall bind the parties from the date of disclosure of Information and such obligations shall survive the termination or earlier expiration of this Agreement.



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PART 3 - TERMINATION OF EMPLOYMENT

3.1 Delivery of Documents and Data Upon Termination of Employment: In the event of termination (voluntary or otherwise) of Employee's employment with the Company, Employee agrees, promptly and without request, to deliver to and inform the Company of all documents and data pertaining to his or her employment and the Company's Confidential Information, whether prepared by Employee or otherwise coming into his or her possession. Employee will not retain any written or other tangible material containing any information concerning or disclosing any other Company's Confidential Information.

3.2 Obligations of Employee Subsequent to Employment: In the event of termination (voluntary or otherwise) of Employee's employment with the Company, Employee agrees that he or she will protect the value of the Company's Confidential Information and prevent the misappropriation or disclosure thereof. Employee will not disclose or use to his or her benefit (or the benefit of any third party) or to the detriment of the Company any Confidential Information.

Please confirm your understanding and agreement to the above rules by signing below.

Sincerely,
For Franklin Templeton International Services India Pvt. Ltd.

Payal Malhotra
Head of Talent Acquisition – India

Acknowledgement

I confirm that I have read and fully understand the above terms and conditions. I confirm acceptance of this offer.

Name:

PAN Card No./Adhar Card No./Passport No.:

Date:



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Annexure I

Name :	Sravya Gajam
Job Title :	Graduate Trainee Operations
ISC Title :	Graduate Trainee Operations

Compensation Break-Up		
Component	Rs. Per Annum	Rs. Per Month
Basic	92,700	7,725
HRA	46,350	3,863
Statutory Bonus	16,800	1,400
Special Allowance	6,000	500
Conveyance Allowance	39,600	3,300
Bouquet of Benefits for LTA, Meal Cards, Internet Reimbursement, Vehicle expense reimbursement for four-wheelers and Car Lease (Lease charges and Running and Maintenance charges)*	4,550	379
Gross Remuneration (including bouquet of benefits, conveyance and special allowance)	206,000	17,167
PF (Company Contribution)	19,158	1,597
Gratuity	4,459	372
*Target Performance Bonus	30,900	-
CTC	260,517	19,136
In addition to these, you shall also be eligible for following benefits:		
**Reimbursement of Interest on Soft Loan -- Loan limit - Up to		50,000
**Floater Medical Insurance Cover		500,000
**Life Insurance Coverage		600,000
**Accident Insurance Coverage (Up To)		618,000
If Vehicle Expense Reimbursement or Car Lease facility is provided to you, Conveyance Allowance will not be paid		
* Illustrative Limits per annum as follows: LTA – INR 100,000 Meal Cards – INR 22,200 Internet Reimbursement – INR 15,000 Vehicle Expense Reimbursement – INR 39,600 Car Lease – INR 1,000,000		



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*Please check on your eligibility for Car Lease with your HR Consultant

****Target Performance Bonus:**

Your incentive bonus opportunity could range from 0 - 15% of your annual gross remuneration (including bouquet of benefits, conveyance and special allowance). This is not a guaranteed but an indicative value of the bonus payable and is subject to change, based on your performance/rating. The actual bonus paid shall be determined at the end of the performance year and shall be subject to Company and your performance. If the actual bonus amount is below USD 10,000; then payout is 100% cash.

The following is applicable based on your Investment/Non-Investment role classification.

• For Investment Management roles only:

The incentive bonus is a combination of 65% cash and balance in restricted stock/ mutual funds units; with equal vesting over a three-year period.

• For Non-Investment Management offers with Target AIP of 33% and above only:

The incentive bonus is a combination of 65% cash and 35% Franklin Resources, Inc. restricted stock; with the stock portion vesting over a three-year period.

Please read policy for further details. The Company reserves the right to amend or discontinue any or part of the benefits plan, to the extent allowed by applicable legislation without compensation for such amendment or discontinuance.

For FRANKLIN TEMPLETON INTERNATIONAL SERVICES (I) PVT. LTD:

Payal Malhotra

Payal Malhotra

Head of Talent Acquisition – India



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Annexure II

1. Basic shall be used for calculating your Provident Fund Contribution, Gratuity, Leave Encashment and other related calculations as may be needed from time to time.
2. You will be paid House Rent Allowance with your monthly remuneration, which shall be 50% of your Basic. This component shall be taxed as per the Income Tax Rules of Govt. of India.
3. You may also have reimbursement components as explained in Annexure - 1. These amounts are payable to you as reimbursement on production of necessary bills/ documents and taxed as per the Income Tax rules of Govt. of India.
4. The Company will contribute 12% of your Basic (where Basic per month is less than Rs.15,000, on Basic and Allowances up to Rs. 15000 pm), towards the Provident Fund contribution as prescribed in Employees Provident Fund and Miscellaneous Provisions Act, 1952. An equal amount will be deducted from your monthly remuneration as your contribution towards the Provident Fund.
5. The company will make contributions to the Gratuity Trust as per the provisions of The Payment of Gratuity Act, 1972 and your eligibility to claim gratuity will be subject to the conditions mentioned in the Payment of Gratuity Act, 1972.
6. You will be covered under the Employees State Insurance Act (ESIC) if your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) earning is less than or equal to INR 21,000 (Twenty-one thousand rupees) per month. The total ESIC contribution will be 4.0% of your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) earning out of which employee (your) contribution will be 0.75% and employer (FT) contribution will be 3.25%.
7. On completion of six months with the company, you will also be eligible to apply for a soft loan. Your eligibility is defined in your CTC break-up. For the purpose of soft loan, the company has a tie-up with an external bank. However, the bank shall have the discretion to disburse the loan based upon your credit history and eligibility as defined by the bank. On disbursement of the loan, the entire EMI (Principal + Interest) shall be recovered from your CTC and paid to the bank. The company will pay back the interest portion to you as a taxable earning component with the same payroll. Refer policy document for more details.
8. You will be eligible to participate in the Franklin Templeton Employee Stock Investment Plan (ESIP). The Employee Stock Investment Plan (ESIP) provides employees the opportunity to purchase Franklin Resources, Inc. (BEN) common stock at a 15% discount off the fair market value through convenient payroll deductions. Employees may choose to contribute between 1-10% of their gross remuneration (including bouquet of benefits, conveyance and special allowance), but no more than USD 22,500 per plan year.



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9. As per the current insurance policy, the company shall cover you for life insurance amounting to twice your annual gross remuneration (including bouquet of benefits, conveyance and special allowance). The premium for this shall be paid by the Company. Full cover over the Free Cover Limit will (Life Cover & Critical Illness Cover) commence only after completion & acceptance of the Underwriting Formalities by the insurance company.
10. You shall also be covered under Group Personal Accident Insurance Policy, upto three times your annual gross remuneration (including bouquet of benefits, conveyance and special allowance) as per the current insurance policy in place. The premium for this shall be paid by the company.
11. You, your spouse/partner, children between 0 to 21 years of age shall be covered under medical insurance coverage of upto Rs. 500,000 with a family floater plan. Your parents would be covered under the medical insurance after you complete two years in the company.
12. For Women employees:

Pursuant to the Maternity Benefit (Amendment) Act, 2017 read in furtherance to the Maternity Benefit Act, 1961, should you be a female employee, you would be entitled to the following maternity benefits:

- **Maternity Leave:**

You shall be entitled to 26 weeks of paid maternity leave of which not more than 8 weeks can precede the date of your expected delivery. However, should you be having two or more surviving children, then your entitlement shall be limited to a benefit of 12 weeks of paid maternity leave of which not more than 6 weeks shall precede the date of expected delivery.

- **Work from home:**

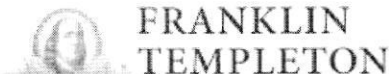
You shall be allowed to work from home on such terms as may be mutually agreed to between you and the Company.

- **Adoption & Commissioning mothers**

If you were to legally adopt a child below the age of 3 months or if you were a commissioning mother, then you shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to you, as the case may be.

- **Crèche Facility:**

Women employees with children in Hyderabad, Chennai and Mumbai can avail daycare facility with FT empaneled day care service providers.



Franklin Templeton International Services (India) Pvt. Ltd.
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Phone : +91-40-6697 1000, Fax: +91-40-6697 1010

Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020

Sriya Konkimalla
Hyderabad,

Dear Sriya,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 3, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



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Working Hours

You will be required to work in shifts, based on the operational needs of your department. However, subject to applicable laws, your working hours might be adjusted from time to time, as determined by your supervisor. By accepting this offer of employment, you have given your consent to work in shifts as per operational needs.

Cost to Company (CTC)

The illustrative break-up of your annual CTC including benefits, allowances and perquisites, if any, payable by the Company is provided in Annexure – 1 & 2.

Your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) shall be subject to an annual review in accordance with the Company policy and any adjustment shall be at the sole discretion of the Company.

Your CTC shall be governed by the tax laws of Govt. of India and any Income Tax on Employment shall be solely borne by you.

Apart from the monthly gross remuneration (including bouquet of benefits, conveyance and special allowance), you will be eligible to participate in the Company's Annual Incentive Compensation Plan (AIP) in the year of joining if your joining date is prior to July 01. If the date of joining is July 01 or thereafter, you will be eligible for AIP from the subsequent performance year (1st October-30th September) onwards. The figure given in your cost to company (CTC) breakup in Annexure-1 is only the target bonus. Annual bonus awards are based upon company and individual performance and are variable and not guaranteed. The Company reserves the right, in its sole discretion to amend/cancel the AIP at any time in whole or in part and there is no contractual obligation on payment. You must continue to be employed by the Company on the date of payment to be eligible to participate in AIP.

Benefits

You will be entitled to participate in the benefits plan as offered by the Company from time to time. The Company reserves the right to amend or discontinue any or part of the benefits plan, to the extent allowed by applicable legislation without compensation for such amendment or discontinuance.

Company Policies, Regulations and applicable laws

You will be subject to staff policies and regulations as determined by the Company from time to time. You shall be also responsible to adhere to and discharge all the duties and obligations of an employee mentioned in the applicable laws including prevention of sexual harassment laws. The Company reserves the right to amend its staff policies and regulations as appropriate without giving prior notice to employees. The policies and procedures, however, do not form part of these terms of employment, and you acknowledge that they do not provide you with any contractual right or entitlement.

Data Privacy

By signing this agreement, you acknowledge and agree that any personal information and data (whether belonging to you or your dependents and beneficiaries) which you supply to the Company, or which is



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received by the Company with your consent, may be retained by the Company for any purposes related to your employment under this agreement. Such information and data may be used by the Company, Franklin and may be transferred to any company/body corporate within the group or our appointed agents, whether locally or overseas, only in connection with your employment.

Confidentiality

This offer is conditional upon your acceptance of the Company's Confidentiality agreement, a copy of which is attached for you to sign.

Non-solicitation/Non-Compete:

You agree that during your employment with the Company and for a period of 12 months after the termination of your employment, you shall not, directly or indirectly, whether for or on behalf of yourself or any other person or entity

- Induce or attempt to induce any employee of the Company to leave his / her employment with the Company;
- Interfere in any way with the relationship between the Company and any of their respective employees;
- Hire or solicit for hire, or participate with any other person or entity in hiring or soliciting for hire any individual who is an employee of the company or was an employee of the Company within one year of such hire or solicitation;
- Induce or attempt to induce any Prospective Client, or any person or entity who had been a client within the prior 12 months, or any investment manager, supplier, licensee, licensor or other business relation of the Company that you had knowledge of or dealings with, to not do, or cease doing business, with the Company; OR
- Interfere in any way with the relationship between any such past, present or Prospective Client, or any investment manager, supplier, licensee, licensor or other business relation of the Company that you had knowledge of or dealings with during your employment with the Company

Reference checks and Acceptance

This offer and acceptance is subject to receipt by the Company of satisfactory reference checks/background checks as required by the Company for verification of your employment history. Any false or misleading information provided to the Company may result in rescind of this offer and acceptance or immediate termination of your employment without any notice and compensation.

Termination

Post your probation period, in the event that either you or the Company wish to terminate this agreement, the same can be done by either party serving to the other party not less than two months' notice in writing or by making payment equivalent to two months' gross remuneration (including bouquet of benefits, conveyance and special allowance) in lieu thereof. Your notice period waiver or payment in lieu will be at the sole discretion of the Company.

In the event that you leave the services of the Company within one year of joining, you shall be required to pay back the company any kind of direct joining expenses incurred for you at the time of joining. For the purpose of this clause, joining expenses mean the relocation allowance, travel expenses, expenses



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incurred for relocation assistance such as accommodation, notice pay reimbursements etc., as applicable. These amounts shall be on actual basis and not prorated.

The Company reserves the right to terminate this agreement at any time without any prior notice if it has reasonable grounds to believe you are guilty of misconduct, persistent unpunctuality, neglect of duty, material breach of any terms of your employment or on any other ground within the labour laws of India. Any delay by the Company in exercising such right of termination shall not constitute a waiver of that right.

Upon termination of your services with the Company, you shall settle all your dues prior to the last working day and obtain clearance from all concerned departments. The Company will initiate your full and final settlement upon the receipt of the duly filled in final clearance form. Subject to restrictions mentioned under the applicable laws, the Company has the right to set off, any amount payable to you against your unpaid dues and surplus amount after adjusting such dues, if any, shall be credited to your salary account. The Company reserves the right not to release your relieving letter till the settlement of all dues from you to the Company and satisfactory handover of the responsibilities and the Company's assets is complete. The Company also reserves the right to initiate appropriate legal remedies to recover unpaid dues from you, if any.

Communication received/sent from/to the official or personal email id of the employee will be considered as valid electronic communication in writing and physical signature of the employee/employer will not be required to prove the veracity and legal validity of such communication.

Other Terms & Conditions:

1. You agree to sign undertakings as may be required by the Company from time to time.
2. Your employment with the Company will be in the nature of full time employment and you shall not undertake any other part time or full time employment of any nature, without prior approval from the Company.
3. You agree that you are currently not a party to any such agreement which restricts you from accepting this offer and subsequently joining the Company. Further, you agree that your acceptance of this offer will not conflict with, result in a breach of, or constitute a default under any agreement, order, judgment or decree of any kind to which you are a party or by which you are bound. In the unfortunate event of such a conflict or breach, you also agree that this shall be deemed completely as your responsibility and the Company will in no way be responsible for any such breach or conflict.
4. The Company shall be entitled to rescind this offer and acceptance or terminate your employment, with immediate effect and without notice or liability, if any of the conditions laid down of your employment are not fulfilled or completed to the satisfaction of the Company.

This Agreement shall be governed by and construed in accordance with the laws of India and the Courts of Hyderabad shall have the exclusive jurisdiction to try all matters arising between the parties hereof.



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This offer letter, along with the Annexures appended, and the other documents which you are required to sign upon joining, constitutes the entire agreement between parties with respect to the subject matter of this offer and supersedes all previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Company or its affiliates.

To confirm your acceptance of employment with the Company, [subject to the above reference checks,] on the terms and conditions set out in this agreement, please sign and return one copy of this letter to us on your date of joining.

We hope that you will become a valuable member of our team and make a significant contribution to the organization. We look forward to working with you.

Sincerely,
For Franklin Templeton International Services India Pvt. Ltd.

Payal Malhotra
Head of Talent Acquisition – India

Acknowledgement

I confirm that I have read and fully understand the above terms and conditions. I confirm acceptance of this offer.

Name:

PAN Card No./Adhar Card No./Passport No.:

Date:



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Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020

**Salman Syed
Hyderabad,**

Dear Salman,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 3, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



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Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020

**Sri Sumalikhaw Devulapally
Hyderabad,**

Dear Sri Sumalikhaw,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 3, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

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Working Hours

You will be required to work in shifts, based on the operational needs of your department. However, subject to applicable laws, your working hours might be adjusted from time to time, as determined by your supervisor. By accepting this offer of employment, you have given your consent to work in shifts as per operational needs.

Cost to Company (CTC)

The illustrative break-up of your annual CTC including benefits, allowances and perquisites, if any, payable by the Company is provided in Annexure – 1 & 2.

Your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) shall be subject to an annual review in accordance with the Company policy and any adjustment shall be at the sole discretion of the Company.

Your CTC shall be governed by the tax laws of Govt. of India and any Income Tax on Employment shall be solely borne by you.

Apart from the monthly gross remuneration (including bouquet of benefits, conveyance and special allowance), you will be eligible to participate in the Company's Annual Incentive Compensation Plan (AIP) in the year of joining if your joining date is prior to July 01. If the date of joining is July 01 or thereafter, you will be eligible for AIP from the subsequent performance year (1st October-30th September) onwards. The figure given in your cost to company (CTC) breakup in Annexure-1 is only the target bonus. Annual bonus awards are based upon company and individual performance and are variable and not guaranteed. The Company reserves the right, in its sole discretion to amend/cancel the AIP at any time in whole or in part and there is no contractual obligation on payment. You must continue to be employed by the Company on the date of payment to be eligible to participate in AIP.

Benefits

You will be entitled to participate in the benefits plan as offered by the Company from time to time. The Company reserves the right to amend or discontinue any or part of the benefits plan, to the extent allowed by applicable legislation without compensation for such amendment or discontinuance.

Company Policies, Regulations and applicable laws

You will be subject to staff policies and regulations as determined by the Company from time to time. You shall be also responsible to adhere to and discharge all the duties and obligations of an employee mentioned in the applicable laws including prevention of sexual harassment laws. The Company reserves the right to amend its staff policies and regulations as appropriate without giving prior notice to employees. The policies and procedures, however, do not form part of these terms of employment, and you acknowledge that they do not provide you with any contractual right or entitlement.

Data Privacy

By signing this agreement, you acknowledge and agree that any personal information and data (whether belonging to you or your dependents and beneficiaries) which you supply to the Company, or which is



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received by the Company with your consent, may be retained by the Company for any purposes related to your employment under this agreement. Such information and data may be used by the Company, Franklin and may be transferred to any company/body corporate within the group or our appointed agents, whether locally or overseas, only in connection with your employment.

Confidentiality

This offer is conditional upon your acceptance of the Company's Confidentiality agreement, a copy of which is attached for you to sign.

Non-solicitation/Non-Compete:

You agree that during your employment with the Company and for a period of 12 months after the termination of your employment, you shall not, directly or indirectly, whether for or on behalf of yourself or any other person or entity

- Induce or attempt to induce any employee of the Company to leave his / her employment with the Company;
- Interfere in any way with the relationship between the Company and any of their respective employees;
- Hire or solicit for hire, or participate with any other person or entity in hiring or soliciting for hire any individual who is an employee of the company or was an employee of the Company within one year of such hire or solicitation;
- Induce or attempt to induce any Prospective Client, or any person or entity who had been a client within the prior 12 months, or any investment manager, supplier, licensee, licensor or other business relation of the Company that you had knowledge of or dealings with, to not do, or cease doing business, with the Company; OR
- Interfere in any way with the relationship between any such past, present or Prospective Client, or any investment manager, supplier, licensee, licensor or other business relation of the Company that you had knowledge of or dealings with during your employment with the Company

Reference checks and Acceptance

This offer and acceptance is subject to receipt by the Company of satisfactory reference checks/background checks as required by the Company for verification of your employment history. Any false or misleading information provided to the Company may result in rescind of this offer and acceptance or immediate termination of your employment without any notice and compensation.

Termination

Post your probation period, in the event that either you or the Company wish to terminate this agreement, the same can be done by either party serving to the other party not less than two months' notice in writing or by making payment equivalent to two months' gross remuneration (including bouquet of benefits, conveyance and special allowance) in lieu thereof. Your notice period waiver or payment in lieu will be at the sole discretion of the Company.

In the event that you leave the services of the Company within one year of joining, you shall be required to pay back the company any kind of direct joining expenses incurred for you at the time of joining. For the purpose of this clause, joining expenses mean the relocation allowance, travel expenses, expenses



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incurred for relocation assistance such as accommodation, notice pay reimbursements etc., as applicable. These amounts shall be on actual basis and not prorated.

The Company reserves the right to terminate this agreement at any time without any prior notice if it has reasonable grounds to believe you are guilty of misconduct, persistent unpunctuality, neglect of duty, material breach of any terms of your employment or on any other ground within the labour laws of India. Any delay by the Company in exercising such right of termination shall not constitute a waiver of that right.

Upon termination of your services with the Company, you shall settle all your dues prior to the last working day and obtain clearance from all concerned departments. The Company will initiate your full and final settlement upon the receipt of the duly filled in final clearance form. Subject to restrictions mentioned under the applicable laws, the Company has the right to set off, any amount payable to you against your unpaid dues and surplus amount after adjusting such dues, if any, shall be credited to your salary account.

The Company reserves the right not to release your relieving letter till the settlement of all dues from you to the Company and satisfactory handover of the responsibilities and the Company's assets is complete. The Company also reserves the right to initiate appropriate legal remedies to recover unpaid dues from you, if any.

Communication received/sent from/to the official or personal email id of the employee will be considered as valid electronic communication in writing and physical signature of the employee/employer will not be required to prove the veracity and legal validity of such communication.

Other Terms & Conditions:

1. You agree to sign undertakings as may be required by the Company from time to time.
2. Your employment with the Company will be in the nature of full time employment and you shall not undertake any other part time or full time employment of any nature, without prior approval from the Company.
3. You agree that you are currently not a party to any such agreement which restricts you from accepting this offer and subsequently joining the Company. Further, you agree that your acceptance of this offer will not conflict with, result in a breach of, or constitute a default under any agreement, order, judgment or decree of any kind to which you are a party or by which you are bound. In the unfortunate event of such a conflict or breach, you also agree that this shall be deemed completely as your responsibility and the Company will no way be responsible for any such breach or conflict.
4. The Company shall be entitled to rescind this offer and acceptance or terminate your employment, with immediate effect and without notice or liability, if any of the conditions laid down of your employment are not fulfilled or completed to the satisfaction of the Company.

This Agreement shall be governed by and construed in accordance with the laws of India and the Courts of Hyderabad shall have the exclusive jurisdiction to try all matters arising between the parties hereof.



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This offer letter, along with the Annexures appended, and the other documents which you are required to sign upon joining, constitutes the entire agreement between parties with respect to the subject matter of this offer and supersedes all previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Company or its affiliates.

To confirm your acceptance of employment with the Company, [subject to the above reference checks,] on the terms and conditions set out in this agreement, please sign and return one copy of this letter to us on your date of joining.

We hope that you will become a valuable member of our team and make a significant contribution to the organization. We look forward to working with you.

Sincerely,

For Franklin Templeton International Services India Pvt. Ltd.

Payal Malhotra
Head of Talent Acquisition – India

Acknowledgement

I confirm that I have read and fully understand the above terms and conditions. I confirm acceptance of this offer.

Name:

PAN Card No./Adhar Card No./Passport No.:

Date:



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CONFIDENTIALITY AGREEMENT

July 14, 2020

**Sri Sumalikhaw Devulapally
Hyderabad,**

Dear Sri Sumalikhaw,

For the purpose of this Agreement, the term "Confidential Information" shall mean and include information that is confidential and proprietary to the Company, which the Company has, will develop or compile, including, without limitation, all customer pricing information, profit and loss statements, the Company's or Employee's productivity data, financial models and computer software programs, source or object code, electronic trading platforms, Company's products, product information about traders and other customer representatives, trading records, client lists (including Employee's rolodex or other personal files), information about direct communication lines, line lists, screen systems and wiring instructions, Company's business prospects and opportunities (including the prospects and opportunities that Employee pursue on behalf of Company during the course of their employment with Company), all other information about any customer (including, without limitation volume discounts, details of trading volumes, details of discounts and operating costs, trading philosophy and trading patterns) to whom Company, its affiliates or their respective businesses provided services during your employment with Company and any other confidential or proprietary information of Company (hereinafter collectively, "Confidential Information").

PART 1 - EFFECTIVENESS

This Agreement shall become effective on the earlier of (i) the date of commencement of Employee's employment with the Company, or (ii) the date and time at which any Confidential Information was or is first disclosed to Employee.

PART 2 - PROTECTION OF COMPANY'S CONFIDENTIAL INFORMATION

2.1 Confidential Information

The Company has and will develop, compile and own certain proprietary techniques and confidential information, which have great value in its business. The Company may be disclosing Confidential Information to Employee in the course of his or her employment. Confidential Information includes not only information disclosed by the Company but also information developed or learned by Employee during the course of his or her employment with the Company. Confidential Information is to be broadly defined and includes all proprietary information which has or could have commercial value or other utility in the business in which the Company is engaged or contemplates engaging or the unauthorized disclosure of which could be detrimental to the interests of the Company, whether or not such information is identified as Confidential Information by the Company. By example all information concerning databases, source code, object code, assemblers, generators, compilers, subroutine libraries and other computer programs, products, processes, formulas, trade secrets, innovations, inventions, discoveries, improvements, techniques, research or development and test results, specifications, data, know-how formats, marketing plans, business plans, strategies, forecasts, unpublished financial statement, budgets, projections, and customer and supplier identities, characteristics and agreements.



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2.2 Protection of Confidential Information:

Employee agrees that at all times during or subsequent to his or her employment, he or she will hold in trust, keep confidential and not disclose to any third party or make any use of the Company's Confidential Information whether directly or indirectly, except for the benefit of the Company or any of its affiliates and in the course of his or her employment in the Company. Employee further agrees not to cause the transmission, removal or transport of Confidential Information from the Company's places or business or such other place of business specified by the Company, without prior written approval of the Management or such other authorized agent of the Company as designated in writing by the Management.

Employee also agrees that before, during and after his/her employment by Company, all Confidential Information will remain Company's property, and he/she must deliver any such Confidential Information in tangible or electronic form or copies thereof that are or may be in his/her possession or control to the Company upon the termination of their employment in accordance with this employment offer letter, or at any earlier time requested by the Company.

Employee agrees that all programs, systems, system specifications, flow diagrams, inventions, discoveries, improvements, processes, methods, practices, techniques, compounds, works-in-progress, formulae, data, derivative works, hardware, software, and other developments (hereinafter referred to as "Inventions") conceived, created, discovered or developed by the Employee, solely or jointly with others, during the term of its employment, and which are capable of being used in or relate to or affect any business of the Company (including any reasonably foreseeable evolution thereof), and any patents, copyrights, trademarks and other intellectual property resulting from or issued thereupon, shall be fully and promptly disclosed by the Employee to the Company and shall be the sole and absolute property of the Company free of any reserved or other rights of any kind on their part. To the extent that any such Invention shall be copyrightable in any jurisdiction, and to the extent that any such copyrightable Invention does not meet the standards for a "work made for hire" in any such jurisdiction, this Agreement shall be considered an assignment of such copyright to the Company. Employee agrees that at all times; any such Invention shall be Confidential Information, and thus subject to the terms of this employment agreement. Employee further agrees to and shall execute and promptly deliver to the Company all documents requested and deemed necessary by the Company to secure, register or record Company's ownership over such Invention (including any copyright or patent rights thereto) in any jurisdiction, without further compensation payable to the Employee but at the expense of the Company. Such documents shall be sufficient to convey, without limitation, title to the copyrights and to any patent rights available for any Inventions made.

2.3 The Employee agrees that this Agreement shall govern all the communications relating to Information between the parties hereto. The obligations set forth in this Agreement shall bind the parties from the date of disclosure of Information and such obligations shall survive the termination or earlier expiration of this Agreement.



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Franklin Templeton International Services (India) Pvt. Ltd.
Franklin Templeton Park, Plot No. 18-23, Financial District,
Nanakramguda Village, Serilingampally Revenue Mandal,
Hyderabad, Telangana - 500 019.
Phone : +91-40-6697 1000. Fax: +91-40-6697 1010

PART 3 - TERMINATION OF EMPLOYMENT

3.1 Delivery of Documents and Data Upon Termination of Employment: In the event of termination (voluntary or otherwise) of Employee's employment with the Company, Employee agrees, promptly and without request, to deliver to and inform the Company of all documents and data pertaining to his or her employment and the Company's Confidential Information, whether prepared by Employee or otherwise coming into his or her possession. Employee will not retain any written or other tangible material containing any information concerning or disclosing any other Company's Confidential Information.

3.2 Obligations of Employee Subsequent to Employment: In the event of termination (voluntary or otherwise) of Employee's employment with the Company, Employee agrees that he or she will protect the value of the Company's Confidential Information and prevent the misappropriation or disclosure thereof. Employee will not disclose or use to his or her benefit (or the benefit of any third party) or to the detriment of the Company any Confidential Information.

Please confirm your understanding and agreement to the above rules by signing below.

Sincerely,
For Franklin Templeton International Services India Pvt. Ltd.

Payal Malhotra

**Payal Malhotra
Head of Talent Acquisition – India**

Acknowledgement

I confirm that I have read and fully understand the above terms and conditions. I confirm acceptance of this offer.

Name:

PAN Card No./Adhar Card No./Passport No.:

Date:



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Annexure I

Name :	Sri Sumalikhaw Devulapally
Job Title :	Graduate Trainee Operations
ISC Title :	Graduate Trainee Operations

Compensation Break-Up		
Component	Rs. Per Annum	Rs. Per Month
Basic	92,700	7,725
HRA	46,350	3,863
Statutory Bonus	16,800	1,400
Special Allowance	6,000	500
Conveyance Allowance	39,600	3,300
Bouquet of Benefits for LTA, Meal Cards, Internet Reimbursement, Vehicle expense reimbursement for four-wheelers and Car Lease (Lease charges and Running and Maintenance charges)*	4,550	379
Gross Remuneration (including bouquet of benefits, conveyance and special allowance)	206,000	17,167
PF (Company Contribution)	19,158	1,597
Gratuity	4,459	372
*Target Performance Bonus	30,900	-
CTC	260,517	19,136
In addition to these, you shall also be eligible for following benefits:		
**Reimbursement of Interest on Soft Loan -- Loan limit - Up to		50,000
**Floater Medical Insurance Cover		500,000
**Life Insurance Coverage		600,000
**Accident Insurance Coverage (Up To)		618,000
If Vehicle Expense Reimbursement or Car Lease facility is provided to you, Conveyance Allowance will not be paid		
* Illustrative Limits per annum as follows: LTA – INR 100,000 Meal Cards – INR 22,200 Internet Reimbursement – INR 15,000 Vehicle Expense Reimbursement – INR 39,600 Car Lease – INR 1,000,000		



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*Please check on your eligibility for Car Lease with your HR Consultant

****Target Performance Bonus:**

Your incentive bonus opportunity could range from 0 - 15% of your annual gross remuneration (including bouquet of benefits, conveyance and special allowance). This is not a guaranteed but an indicative value of the bonus payable and is subject to change, based on your performance/rating. The actual bonus paid shall be determined at the end of the performance year and shall be subject to Company and your performance. If the actual bonus amount is below USD 10,000; then payout is 100% cash.

The following is applicable based on your Investment/Non-Investment role classification.

• For Investment Management roles only:

The incentive bonus is a combination of 65% cash and balance in restricted stock/ mutual funds units; with equal vesting over a three-year period.

• For Non-Investment Management offers with Target AIP of 33% and above only:

The incentive bonus is a combination of 65% cash and 35% Franklin Resources, Inc. restricted stock; with the stock portion vesting over a three-year period.

Please read policy for further details. The Company reserves the right to amend or discontinue any or part of the benefits plan, to the extent allowed by applicable legislation without compensation for such amendment or discontinuance.

For FRANKLIN TEMPLETON INTERNATIONAL SERVICES (I) PVT. LTD:

Payal Malhotra

**Payal Malhotra
Head of Talent Acquisition – India**



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Annexure II

1. Basic shall be used for calculating your Provident Fund Contribution, Gratuity, Leave Encashment and other related calculations as may be needed from time to time.
2. You will be paid House Rent Allowance with your monthly remuneration, which shall be 50% of your Basic. This component shall be taxed as per the Income Tax Rules of Govt. of India.
3. You may also have reimbursement components as explained in Annexure - 1. These amounts are payable to you as reimbursement on production of necessary bills/ documents and taxed as per the Income Tax rules of Govt. of India.
4. The Company will contribute 12% of your Basic (where Basic per month is less than Rs.15,000, on Basic and Allowances up to Rs. 15000 pm), towards the Provident Fund contribution as prescribed in Employees Provident Fund and Miscellaneous Provisions Act, 1952. An equal amount will be deducted from your monthly remuneration as your contribution towards the Provident Fund.
5. The company will make contributions to the Gratuity Trust as per the provisions of The Payment of Gratuity Act, 1972 and your eligibility to claim gratuity will be subject to the conditions mentioned in the Payment of Gratuity Act, 1972.
6. You will be covered under the Employees State Insurance Act (ESIC) if your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) earning is less than or equal to INR 21,000 (Twenty-one thousand rupees) per month. The total ESIC contribution will be 4.0% of your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) earning out of which employee (your) contribution will be 0.75% and employer (FT) contribution will be 3.25%.
7. On completion of six months with the company, you will also be eligible to apply for a soft loan. Your eligibility is defined in your CTC break-up. For the purpose of soft loan, the company has a tie-up with an external bank. However, the bank shall have the discretion to disburse the loan based upon your credit history and eligibility as defined by the bank. On disbursement of the loan, the entire EMI (Principal + Interest) shall be recovered from your CTC and paid to the bank. The company will pay back the interest portion to you as a taxable earning component with the same payroll. Refer policy document for more details.
8. You will be eligible to participate in the Franklin Templeton Employee Stock Investment Plan (ESIP). The Employee Stock Investment Plan (ESIP) provides employees the opportunity to purchase Franklin Resources, Inc. (BEN) common stock at a 15% discount off the fair market value through convenient payroll deductions. Employees may choose to contribute between 1-10% of their gross remuneration (including bouquet of benefits, conveyance and special allowance), but no more than USD 22,500 per plan year.



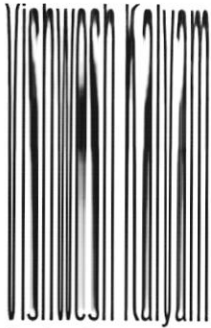
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Private and Confidential

Congratulations and a Warm Welcome!!!

July 14, 2020



Hyderabad,

Dear Vishwesh,

It is our pleasure to offer you the position of Graduate Trainee Operations, Job Title of: Graduate Trainee Operations as per the terms and conditions as set out in this letter.

Appointment

You will be employed with Franklin Templeton International Services India Pvt. Ltd. (the "Company"), a subsidiary of Franklin Resources, Inc. (Franklin Resources, Inc. and its subsidiaries and affiliates (including the Company) shall hereinafter be collectively referred to as "Franklin").

This offer is valid till seven days from the date of issuance and in the event of your failure to join the services of the Company on or before **August 3, 2020** the offer and acceptance shall stand rescinded automatically without any further notice.

Confirmation of your appointment is subject to you producing your graduation certificate within three months from the date of this letter or such extended period as may be communicated by Franklin Templeton International Services (India) Pvt. Ltd., at its sole discretion and successful completion of probation period. Failure to adhere to this condition will result in automatic termination of your employment.

You shall perform duties as may, from time to time, be assigned to you by your supervisor and you shall comply with all reasonable directions of the Company. You will be working in the Hyderabad office of the Company. The Company reserves the right to assign, reassign, transfer or relocate you to other areas, departments or offices of Franklin on one or more occasions.

Your employment shall be in force till such time as may be determined by the terms of this Appointment Letter or any other policies that may be in force from time to time, or upon you reaching the age of retirement as per the Company's policy, whichever is earlier. For the purpose of this clause, the age of retirement is 60 years.

Probation

You will be on probation for a period of six months from the date of joining or passing your graduation exam whichever is later. During this period, your supervisor will regularly review and assess your performance. In the event that either you or the Company wishes to terminate your employment during the probationary period, either party may terminate this agreement by serving to the other party not less than one month's notice in writing or by making payment in lieu thereof. The Company reserves the right to extend the probationary period for better assessment of your performance and conduct.



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Working Hours

You will be required to work in shifts, based on the operational needs of your department. However, subject to applicable laws, your working hours might be adjusted from time to time, as determined by your supervisor. By accepting this offer of employment, you have given your consent to work in shifts as per operational needs.

Cost to Company (CTC)

The illustrative break-up of your annual CTC including benefits by the Company is provided in Annexure – 1 & 2.

Your monthly gross remuneration (including bouquet of benefits, conveyance and special allowance) shall be subject to an annual review in accordance with the Company policy and any adjustment shall be at the sole discretion of the Company.

Your CTC shall be governed by the tax laws of Govt. of India and any Income Tax on Employment shall be solely borne by you.

Apart from the monthly gross remuneration (including bouquet of benefits, conveyance and special allowance), you will be eligible to participate in the Company's Annual Incentive Compensation Plan (AIP) in the year of joining if your joining date is prior to July 01. If the date of joining is July 01 or thereafter, you will be eligible for AIP from the subsequent performance year (1st October-30th September) onwards. The figure given in your cost to company (CTC) breakup in Annexure-1 is only the target bonus. Annual bonus awards are based upon company and individual performance and are variable and not guaranteed. The Company reserves the right, in its sole discretion to amend/cancel the AIP at any time in whole or in part and there is no contractual obligation on payment. You must continue to be employed by the Company on the date of payment to be eligible to participate in AIP.

Benefits

You will be entitled to participate in the benefits plan as offered by the Company from time to time. The Company reserves the right to amend or discontinue any or part of the benefits plan, to the extent allowed by applicable legislation without compensation for such amendment or discontinuance.

Company Policies, Regulations and applicable laws

You will be subject to staff policies and regulations as determined by the Company from time to time. You shall be also responsible to adhere to and discharge all the duties and obligations of an employee mentioned in the applicable laws including prevention of sexual harassment laws. The Company reserves the right to amend its staff policies and regulations as appropriate without giving prior notice to employees. The policies and procedures, however, do not form part of these terms of employment, and you acknowledge that they do not provide you with any contractual right or entitlement.

Data Privacy

By signing this agreement, you acknowledge and agree that any personal information and data (whether belonging to you or your dependents and beneficiaries) which you supply to the Company, or which is

*Franklin
Templeton*



Bhavans Placements <placementcellbvc@gmail.com>

List of eligible students - B.Com Students - Bhavans College - Reg

Vaddi, Ratandeep <bobby.vaddi@franklintempleton.com>
 To: Bhavans Placements <placementcellbvc@gmail.com>
 Cc: "Reddyg, Mounika" <mounika.gaddam@franklintempleton.com>

Sat, Nov 30, 2019 at 3:02 PM

Hello Seema,

Please find the final selects from MBA below.

Sno	Name	Stream	College	Gender
1	Silumula Jerusha Carolin	MBA	Bhavans	Female
2	A Sai Shivani	MBA	Bhavans	Female
3	Sree Chandana Tandra	MBA	Bhavans	Female
4	Haimantee Chattopadhyay	MBA	Bhavans	Female
5	Beeramgudam Chandrika	MBA	Bhavans	Female
6	Kandadi Chandana Reddy	MBA	Bhavans	Female
7	T Vishal Sai Kumar	MBA	Bhavans	Male
8	Chandrika Shroff	MBA	Bhavans	Female
9	Raghavendra Rao Gamoji	MBA	Bhavans	Male

Rs 3.53 Lakh
P.a

Thanks,

Ratan

[Quoted text hidden]

Notice: All email and instant messages (including attachments) sent to or from Franklin Templeton Investments (FTI) personnel may be retained, monitored and/or reviewed by FTI and its agents, or authorized law enforcement personnel, without further notice or consent.

Under new Data Protection regulations in Europe your personal information may be subject to our EU specific Privacy & Cookies Notice which you can read [here](#), regardless of where the information originates. Depending on your location, other privacy laws and regulations may also apply to you.



Bhavans Placements <placementcellbvc@gmail.com>

List of eligible students - B.Com Students - Bhavans College - Reg

Vaddi, Ratandeep <bobby.vaddi@franklintempleton.com>

Sat, Nov 30, 2019 at 4:32 PM

To: Bhavans Placements <placementcellbvc@gmail.com>

Cc: "Reddyg, Mounika" <mounika.gaddam@franklintempleton.com>

Hello Seema,

Please find final selects for UG below.

M2,60,517

SNo	Name	Stream	College
1	A Soundarya	BSC	Bhavans
2	Bansode Sanjana	BBA	Bhavans
3	D. Sai Kalyan	Bcom	Bhavans
4	D Sri Sumalikka	BBA(Finance)	Bhavans
5	Gemonie Abhinav Fredrick Savio	Bcom(Honors)	Bhavans
6	K.Kavya Reddy	Bcom(Computers)	Bhavans
7	Katakam Padmapriya	BSC(MPCS)	Bhavans
8	Kotha Shravya Nikhila	BBA	Bhavans
9	Kudala Hariharanath	BSC(MSCS)	Bhavans
10	Kumari Pooja	Bcom(Computers)	Bhavans
11	Sravya Gajam	BBA	Bhavans
12	Sriya Konkimalla	BBA	Bhavans
13	Syed Salman Ali	Bcom(Honors)	Bhavans
14	Vishwesh Kalyam	Bcom(Honors)	Bhavans

Date: 27/feb/20

Dear: Srujanth Biki

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.4 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be CITA. Your initial process/COE would be informed to you at the time of joining. However, the company may transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000
F +91 124 402 2674

CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 07/02/2020 Name: Bikhi Sreekanth Mobile Number: 7386502183

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes	9 HOURS	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree	TRAVEL	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree	CONCERN	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree	BEYOND	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes	DECISION	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).		SHIFT	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree	WEEKLY	
B. For Voice/Gateway candidates only:			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree	VOICE	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree	COMPENSATORY	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree	LEAVES	
C. Role change/Promotion:			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree	MINIMUM	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree	PROMOTION	
D. Variable Incentives & Probation period:			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes	ELIGIBLE	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree	PERFORMANCE	
I am aware that if my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No	PROBATION	
E. Resignation and Notice period:			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree	RESIGN	
F. For NCR candidates only:			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No		
G. For India to India candidates:			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes		
H. Passport Requirement:			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

B. Sreekanth
 Candidate's Signature

Rabish
 Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Commitment Sheet

Date: 27/2/20 Name: SALADI SHRAVANI Mobile Number: 8790839433

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

<u>A. Working hours, shifts and leaves:</u>	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes ✓	YES 9 hours	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree ✓	DISAGREE TRAVEL	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	AGREE CONCERN	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree ✓	AGREE BEYOND	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	YES DECISION	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).	NIGHT ✓	SHIFT	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	AGREE WEEKLY	
<u>B. For Voice/Gateway candidates only:</u>			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	VOICE	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree ✓	COMPENSATORY AGREE	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	LEAVES AGREE	
<u>C. Role change/Promotion:</u>			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	MINIMUM AGREE	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	PROMOTION	
<u>D. Variable Incentives & Probation period:</u>			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes ✓	ELIGIBLE	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree ✓	PERFORMANCE	
I am aware that If my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No ✓	PROBATION	
<u>E. Resignation and Notice period:</u>			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	RESIGN	
<u>F. For NCR Candidates only:</u>			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓	LOCATIONS	
<u>G. For India to India candidates:</u>			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
<u>H. Passport Requirement:</u>			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of Information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

S. Shrivani
 Candidate's Signature

[Signature]
 Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Date: 21/feb/20

Dear: Saladi Shravani

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.28 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be CITA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this Lol any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - (ii) Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000
F +91 124 402 2674

CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Date: 27/Feb/20

Dear: Dangeti Sireesha

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.28 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and Information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
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T +91 124 283 2000
F +91 124 402 2674

CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 27/2/20 Name: Dangeti Sireesha Mobile Number: 9398159667

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes ✓	Yes 9 hours	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree ✓	Agree travel	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	Agree concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree ✓	Agree beyond	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	Yes decision	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).		Shift	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	Agree Shift weekly	
B. For Voice/Gateway candidates only			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	Agree Voice weekly	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree ✓	Agree Compensatory	
I cannot take any <u>leaves</u> during the Class room and On Job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	Agree leaves	
C. Role change, Promotion			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	Agree minimum	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	Agree Promotion	
D. Variable Incentives & Probation period			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes ✓	Yes eligible	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree ✓	Agree Performance	
I am aware that If my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No ✓	Yes Probation	
E. Resignation and Notice period			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	Agree resign	
F. For NCR candidates only			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓		
G. For India to India candidates			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
H. Passport Requirement			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Candidate's Signature Sireesha D

Interviewer's Signature Abheeb

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Date: 27Feb/20

Dear: Balabhadra Roselin

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.04 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the service of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI at any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mention the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
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T +91 124 283 2000
F +91 124 402 2674

CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 27-Feb-2020 Name: B. Roselin Mobile Number: 7993710185

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

<u>A. Working hours, shifts and leaves:</u>	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes ✓	9 hours.	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree ✓	Travel.	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	Concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree ✓	beyond	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	decision	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).		Shift	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	weekly	
<u>B. For Voice/ Gateway candidates only:</u>			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	voice	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwall, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree ✓	Compensatory	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	leaves	
<u>C. Role change/Promotion:</u>			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	Minimum	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	Promotion.	
<u>D. Variable Incentives & Probation period:</u>			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes ✓	eligible.	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree ✓	Performance	
I am aware that if my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No ✓	Probation	
<u>E. Resignation and Notice period:</u>			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	resign	
<u>F. For NCR Candidates only:</u>			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓	locations.	
<u>G. For India to India candidates:</u>			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
<u>H. Passport Requirement:</u>			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all Information and have not been pressurized to hide/alter any information. Suppression of Information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Candidate's Signature

Roselin
Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Date: 27/feb/20

Dear: Manisha Mehta

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.28 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - (ii) Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ /, _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000
F +91 124 402 2674

CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

27/2/20

Commitment Sheet

 Date: 27/2/20 Name: Manisha Mehta Mobile Number: 9781520709

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for 9 hours in a day	No/Yes	9 hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence	Disagree/Agree	Travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree	Concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work beyond 9 working hours.	Agree/Disagree	beyond	
I understand the final decision on which shift, process and location I will be assigned to is taken by the company	No/Yes	decision	
The shift I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).	NIGHT	Shift	
I understand that weekly offs may not be on Saturday/Sunday.	Disagree/Agree	weekly	
B. For Voice / Gateway candidates only			
I have been told I will work in a Voice process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree	Voice	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a compensatory off as per policy.	Agree/Disagree	compensatory	
I cannot take any leaves during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree	leaves	
C. Role change/Promotion			
I understand I need to be in a role for a minimum of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree	Minimum	
My first promotion may take at least 18 months and will depend on how I perform.	Agree/Disagree	Promotion	
D. Variable incentives & Probation period			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be eligible for the variable incentive.	No/Yes	eligible	
I understand that my performance will be compared with other employees in the process.	Agree/Disagree	Performance	
I am aware that if my performance is below expectation, my probation period may be extended.	Yes/No	Probation	
E. Resignation and Notice period			
In case I chose to resign , I am aware I have to serve a full 30 day notice period.	Disagree/Agree	resign	
F. For NCR candidates only			
I am comfortable working in all locations in NCR in Gurgaon, Noida and Delhi.	Yes/No		
G. For India to India candidates			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes		
H. Passport Requirement			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Manisha Mehta

Candidate's Signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

- I am comfortable joining Genpact
- I am not comfortable with the job expectations and hence do not wish to join Genpact


 Interviewer's signature

Date: 27/Feb/20

Dear: Nidunam Keerthi

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.28LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - (ii) Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

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CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 27/2/2020 Name: N. Kurthi Mobile Number: 9705965970

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for 9 hours in a day	No/Yes	9 hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence	Disagree/Agree	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree	concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work beyond 9 working hours.	Agree/Disagree	beyond	
I understand the final decision on which shift, process and location I will be assigned to is taken by the company	No/Yes	decision	
The shift I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).	Night	shift	
I understand that weekly offs may not be on Saturday/Sunday.	Disagree/Agree	weekly	
B. For Voice/Gateway candidates only			
I have been told I will work in a Voice process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree	Voice	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a compensatory off as per policy.	Agree/Disagree	Compensatory	
I cannot take any leaves during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree	leaves	
C. Role change/Promotions			
I understand I need to be in a role for a minimum of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree	minimum	
My first promotion may take at least 18 months and will depend on how I perform.	Agree/Disagree	Promotion	
D. Variable Incentives & Probation period			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be eligible for the variable incentive.	No/Yes	eligible	
I understand that my performance will be compared with other employees in the process.	Agree/Disagree	Performance	
I am aware that if my performance is below expectation, my probation period may be extended.	Yes/No	probation	
E. Resignation and Notice period			
In case I chose to resign , I am aware I have to serve a full 30 day notice period.	Disagree/Agree	resign	
F. For NCR Candidates only			
I am comfortable working in all locations in NCR in Gurgaon, Noida and Delhi.	Yes/No		
G. For India to India candidates			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes		
H. Passport Requirement			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

(Signature)
 Candidate's Signature

(Signature)
 Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Date: 27/Feb/20

Dear: S. Vairamani

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.28 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
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12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

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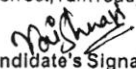
Commitment Sheet

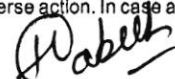
Date: 27-2-2020 Name: S. Vaishnavi Mobile Number: 7995630247

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes ✓	9 hours	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree ✓	Travel	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	Concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree ✓	beyond	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	decision	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).	Night	Shift	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	Weekly	
B. For Voice/Gateway candidates only:			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	Voice	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwall, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree ✓	Compensatory	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	leaves	
C. Role change/Promotion:			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	minimum	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	Promotion	
D. Variable incentives & Probation period:			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes ✓	eligible	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree ✓	performance	
I am aware that if my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No ✓	probation	
E. Resignation and Notice period:			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	resign	
F. For NCR Candidates only:			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓		
G. For India to India candidates:			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
H. Passport Requirement:			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.


 Candidate's Signature


 Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Date: 21/feb/20

Dear: Punam

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.28 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
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 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
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7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
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 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
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 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
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This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

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Regd. Off.: Delhi Information Technology Park,
Shastry Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 27/2/2020 Name: Punam Mobile Number: 8008433360

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes ✓	9 hours	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree ✓	travel	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree ✓	beyond	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	decision	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).	Night ✓	Shift	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	Weekly	
B. For Voice / Gateway candidates only			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	Voice	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree ✓	Compensatory	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	leaves	
C. Role change / Promotion			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	Minimum	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	Promotion	
D. Variable Incentives & Probation period			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes ✓	eligible	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree ✓	Performance	
I am aware that If my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No ✓	Probation	
E. Resignation and Notice period			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	resign	
F. For NCR Candidates only			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓		
G. For India to India candidates			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
H. Passport Requirement			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Punam
Candidate's Signature

Dabeesh
Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Date: 27/feb/20

Dear: Likitha Sruik

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.28 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and Information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - (ii) Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

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T +91 124 283 2000
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CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 27-02-20 Name: Likhitha Sri K Mobile Number: 9553310022

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes ✓	9 hours	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree ✓	TRAVEL	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	CONCERN	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree ✓	BEYOND	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓		
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).			
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	WEEKLY	
B. For Voice / Gateway candidates only			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	VOICE	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree ✓	COMPENSATORY	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	LEAVES	
C. Role change / Promotion			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	MINIMUM	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	PROMOTION	
D. Variable Incentives & Probation periods			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes ✓	ELIGIBLE	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree ✓	PERFORMANCE	
I am aware that if my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No ✓	PROBATION	
E. Resignation and Notice period			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	RESIGN	
F. For NCR Candidates only			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓	LOCATIONS	
G. For India to India candidates			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
H. Passport Requirement			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Candidate's Signature

Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Date: 27/feb/20

Dear: Begum, Fauha.

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12600

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

Genpact India Private Limited

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000, F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building - 7
Tolstoy Marg New Delhi-110001

www.genpact.com



This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company.

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Accepted and Agreed


Rajiv Khatri

Assistant Vice President - HR

Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

Genpact India Private Limited

CIN: U73100DL2005PTC307363

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Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building
Tolsay Marg New Delhi-110001



Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.

Example:

Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined."

3. if you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team

Genpact India Private Limited

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

**Commitment Sheet**Date: 27 Feb 2020Name: Apprentice Name Farha Designation:

Mobile number: MOBILE_NO

Begum

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	YES	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree	AGREE	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree	AGREE	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree	AGREE	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No	YES	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company			
I understand that weekly offs may be on any day of the week depending upon business requirement.	Disagree/Agree	AGREE	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	Agree/Disagree	AGREE	
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period.	Disagree/Agree	AGREE	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No	YES	

Genpact India Private Limited

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Tolstoy Marg New Delhi-110001



(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No	YES	

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education, or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

Farha Begum

Candidate's Signature

Rakesh

Interviewer's signature

Genpact India Private Limited

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
 - c. Employment if Applicable
 - d. Address proff

Genpact India Private Limited

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Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

Date: 27/feb/20
Dear: Santoshi Jante.

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx **12600/-**

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

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This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company.

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprenticeship program at Genpact and look forward to you being part of Genpact family.

Kindly sign & Initial each page of this letter and return a copy in acceptance.

Thanking you,

Yours faithfully,

For Genpact India Pvt India Ltd

Accepted and Agreed


Rajiv Khatri

Assistant Vice President - HR

Name of the Candidate

In case of any questions / clarifications regarding this LOI, please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

Genpact India Private Limited

CIN: U73100DL2005PTC307363

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Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
Example:

Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "**Write the word that is in bold & underlined.**"

3. if you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the 'Pre Enrolment Orientation' (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team

Genpact India Private Limited

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CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building
Tolstoy Marg New Delhi-110001

Commitment Sheet

 Date: 27 Feb. 2020

 Name: Apprentice Name Santoshi Designation: Jante

Mobile number: MOBILE_NO

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for <u>9 hours</u> in a day depending on the training program and learning path I am aligned to	No/Yes ✓	YES	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree	AGREE	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree	AGREE	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training <u>beyond</u> 9 working hours.	Agree/Disagree	AGREE	
The <u>shift</u> I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No	YES	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the Company			
I understand that <u>weekly</u> offs may be on any day of the week depending upon business requirement.	Disagree/Agree	AGREE	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	Agree/Disagree	AGREE	
C :- Resignation and Notice period: In case I choose to <u>resign</u> , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree	AGREE	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No	AGREE	

Genpact India Private Limited

CIN: U73100DL2005PTC307363

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 T +91 124 283 2000; F +91 124 402 2674

 Regd. Off.: Genpact India Private Limited
 12A (Ground Floor) Prakash Deep Building 7
 Tolstoy Marg New Delhi-110001



(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No	YES	

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program


Candidate's Signature


Interviewer's signature

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
 - c. Employment if Applicable
 - d. Address proff

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

Date: 27/feb/20

Dear: K. Leela Sai Sivisha

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12600

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

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This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

K. L. S. Sirisha
Accepted and Agreed

Rajiv Khatri
Rajiv Khatri

Assistant Vice President - HR

K. Leela Sai Sirisha
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

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12A (Ground Floor) Prakash Deep Building,
Tolsay Marg New Delhi-110001



Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
Example:

Do I have any **concern** in travelling in non AC cabs or buses - the word **concern** needs to be written in the column with the heading "**Write the word that is in bold & underlined.**"

3. if you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team

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12A (Ground Floor) Prakash Deep Building
Tolstoy Marg New Delhi- 110001

Commitment Sheet

 Date: 27/02/2020

 Name: K. Leela Sai Srissha
 Name: Apprentice Name

Designation:

 Mobile number: MOBILE_NO 8096294002

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes	hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree	beyond	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No	shift	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company		decision	
I understand that weekly offs may be on any day of the week depending upon business requirement.	Disagree/Agree	weekly	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100%calling.	Agree/Disagree	B	
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree	Resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No	D	

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 Tolstoy Marg New Delhi-110001



(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

K.L.S. Srivastha
Candidate's Signature

Arbab
Interviewer's signature

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genpact

Genpact India Private Limited
12A, Tolstoy Marg, New Delhi - 110001

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

Date: 27/feb/20

Dear: Renuka Diluweru.

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12600/-

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
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12A (Ground Floor) Prakash Deep Building
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This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Accepted and Agreed

Rajiv Khatri

Assistant Vice President - HR

Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

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Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

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If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

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Tolstoy Marg New Delhi-110001

Commitment Sheet

Date: 27/2/20

Name: Apprentice Name

Designation:

Mobile number: MOBILE_NO 8465026411

I hereby acknowledge that I have been informed about and understood the **Apprentice program** at Genpact and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

<u>A :- Training hours, shifts and leaves:</u>	<u>Response</u>	<u>Write word that is in BOLD & Underlined</u>	<u>Comments</u>
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree ✓	beyond	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No ✓	shift	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company		decision	
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B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	Agree/Disagree ✓		
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓		

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
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Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

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- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

Renuka
Candidate's Signature

Rohit
Interviewer's signature

Genpact India Private Limited

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Annexure I

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

Date: 27/feb/20

Dear: Dimple.

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

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You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to
to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Accepted and Agreed


Rajiv Khatri

Assistant Vice President - HR

Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

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CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building
Tulsiy Marg New Delhi-110001



Commitment Sheet

Date: 27/2/2020

Name: Apprentice Name

Designation:

Mobile number: MOBILE_NO 9849972394

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
	✓		
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree ✓	beyond	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No ✓	Shift	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company		decision	
I understand that weekly offs may be on any day of the week depending upon business requirement.	Disagree/Agree ✓	weekly	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	Agree/Disagree ✓		
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree ✓	Resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓		

Genpact India Private Limited

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Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
Example:

Do I have any concern in travelling in non AC cabs or buses - the word **concern** needs to be written in the column with the heading "Write the word that is in bold & underlined."

3. If you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team

Genpact India Private Limited

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education, or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

Candidate's Signature

Interviewer's signature

Genpact India Private Limited

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
 - c. Employment if Applicable
 - d. Address proff

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Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

Date: 27/Feb/20

Dear: N. Chinmay Vikas.

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 121600/-

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

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12A (Ground Floor) Prakash Deep Building 7
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This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company.

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you


Yours faithfully,

For Genpact India Pvt India Ltd

Rajiv Khatri

Assistant Vice President - HR


Accepted and Agreed

N. Chinmay Vikas
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

Genpact India Private Limited

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Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.

Example:

Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined."

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After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,



Genpact Recruitment Team

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

Commitment Sheet

Date: 27/02/2020

Name: Apprentice Name

Designation:

Mobile number: MOBILE_NO 9177732042

N. Chinmay

Vikas

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree ✓	Beyond	
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C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period.,	Disagree/Agree ✓	Resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓	D	

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	✓ Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
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3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

Candidate's Signature

Interviewer's signature

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genpact

Transformation
Happens Here

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
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Tolstoy Marg New Delhi-110001

www.genpact.com

Date: 27-Feb-20

Dear: A. R. Akash Noida.

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12,600/-

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

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We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Rajiv Khatri

Assistant Vice President - HR

Akash

Accepted and Agreed

A. Akash Goud

Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

Genpact India Private Limited

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Commitment Sheet - Instructions

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001



Commitment Sheet

Date: 27-02-2020

Name: Apprentice Name A. Akash Designation:
Govt

Mobile number: MOBILE_NO 7702471946

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

<u>A :- Training hours, shifts and leaves:</u>	<u>Response</u>	<u>Write word that is in BOLD & Underlined</u>	<u>Comments</u>
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C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓	D	

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AKASH

Candidate's Signature



Interviewer's signature

Genpact India Private Limited

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12A (Ground Floor) Prakash Deep Building 7
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www.genpact.com

Date: 27-Feb-20

Dear: *Mr Shivaprasad*

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

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Annual Stipend: INR xxxx *12,600/-*

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

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2. Producing the original final year mark sheet, and
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Genpact India Private Limited

DLF City, Phase V, Sector 53,
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T +91 124 283 2000; F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building
Tolstoy Marg New Delhi-110001

This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company.

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Rajiv Khatri

Assistant Vice President - HR

E. Shiva Prasad
Accepted and Agreed

E. Shiva Prasad
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

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Commitment Sheet - Instructions

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To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
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You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

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Genpact Recruitment Team



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Tolstoy Marg New Delhi-110001



Commitment Sheet

Date: 27-02-2020

Name: Apprentice Name: E Shiva Designation:

Mobile number: MOBILE_NO: 9100592330

poasad

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree ✓	beyond	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No ✓	shift	
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B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	Agree/Disagree ✓	B	
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree ✓	Resignation and notice period	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓	D	

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

E. Shiva prasad
Candidate's Signature

[Handwritten Signature]
Interviewer's signature

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
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Tolstoy Marg New Delhi-110001

www.genpact.com

Date: 27-Feb-20

Dear: Thumma Mahesh

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12,600/-

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We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Mahesh
Accepted and Agreed


Rajiv Khatri
Assistant Vice President - HR

To MAHESH
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

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Commitment Sheet - Instructions

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Tolstoy Marg New Delhi-110001

Commitment Sheet

 Date: 27/12/2020

 Name: Apprentice Name Mohsh Designation:

 Mobile number: MOBILE_NO 8328261959

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

<u>A :- Training hours, shifts and leaves:</u>	<u>Response</u>	<u>Write word that is in BOLD & Underlined</u>	<u>Comments</u>
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	hour	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	Travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
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C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree ✓	Resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓	D	

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

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Mohit
Candidate's Signature

[Signature]
Interviewer's signature

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Annexure I

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www.genpact.com

Date: 27 - Feb - 20

Dear: J. Suresh

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

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Kindly sign & Initial each page of this letter and return a copy in acceptance

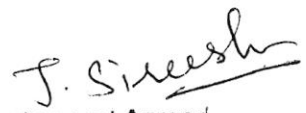
Thanking you


Yours faithfully,

For Genpact India Pvt India Ltd

Rajiv Khatri

Assistant Vice President - HR


Accepted and Agreed

Name of the Candidate

J. Sireesha

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

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**Commitment Sheet**Date: 27-02-2020Name: Apprentice Name J. Sreesha Designation:Mobile number: MOBILE_NO : 8074479228

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

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After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

J. Sigeesha
Candidate's Signature

[Handwritten Signature]
Interviewer's signature

Genpact India Private Limited

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000; F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001



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Empowering
the world to
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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
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3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
 - c. Employment if Applicable
 - d. Address proff

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

Date: 27/Feb/20

Dear: P. Shiva Jeethu.

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12,600/-

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

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2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

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You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to
to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you,

Yours faithfully,



For Genpact India Pvt India Ltd

Rajiv Khatri

Assistant Vice President - HR

P Shiva Keerthi
Accepted and Agreed

P. Shiva Keerthi
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

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Commitment Sheet - Instructions

Dear Candidate,

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This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.

Example:

Do I have any **concern** in travelling in non AC cabs or buses - the word **concern** needs to be written in the column with the heading "**Write the word that is in bold & underlined.**"

3. If you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

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Thank you,

Genpact Recruitment Team

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

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Commitment Sheet

Date: 27/02/2020

Name: Apprentice Name

Designation:

Mobile number: MOBILE_NO 9121545674

P Shiva Keerthi

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	hour	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree ✓	beyond	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No ✓	Shift	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company		decision	
I understand that weekly offs may be on any day of the week depending upon business requirement.	Disagree/Agree ✓	weekly	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100%calling.	Agree/Disagree ✓	B	
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree ✓	Resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓	D	

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Transformation
Happens Here

Annexure I

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

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P. Shiva Keerthi

Candidate's Signature

Interviewer's signature

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

27/Feb/20
Date: *Lugo Toth Nikravika*
Dear:

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

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Annual Stipend: INR xxxx *12,600/-*

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We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Rajiv Khatri

Assistant Vice President - HR

G. Niharika
Accepted and Agreed

G. Niharika
Name of the Candidate

In case of any questions / clarifications regarding this LOI, please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

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Commitment Sheet - Instructions

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Tolstoy Marg New Delhi-110001

www.genpact.com

Commitment SheetDate: 27/2/2020

Name: Apprentice Name

Designation:

Mobile number: MOBILE_NO

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

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C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree	Resign.	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No	D.	

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
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G. Niharika
Candidate's Signature

[Signature]
Interviewer's signature

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

Date: 27/Feb/20

Dear: Naga Blumava

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

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Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd


Accepted and Agreed


Rajiv Khatri

Assistant Vice President - HR

Name of the Candidate

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Tolstoy Marg New Delhi-110001

Commitment Sheet

Date: 27/02/2020

Name: Apprentice Name

Designation:

Mobile number: MOBILE_NO

Ch. Naga Bhavana
9346681438

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

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It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes	9 hours	yes
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree	travel	Agree
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree	concern Agree	Agree
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree	beyond Agree	Agree
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No	Shift Agree	Agree
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company		decision Agree	Agree
I understand that weekly offs may be on any day of the week depending upon business requirement.	Disagree/Agree	weekly	Agree
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	Agree/Disagree	Agree	Agree
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree	Resign Agree	Agree
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No	yes	yes

Genpact India Private Limited

CIN: U73100DL2005PTC307363

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Regd. Off.: Genpact India Private Limited
 12A (Ground Floor) Prakash Deep Building 7
 Tolstoy Marg New Delhi-110001



(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

Candidate's Signature

Interviewer's signature

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1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
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Date: 27/Feb/20

Dear: Ayada Sravya

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12,600/-

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

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You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to
to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you


Yours faithfully,



For Genpact India Pvt India Ltd

Rajiv Khatri

Assistant Vice President - HR


Accepted and Agreed

G. N. Sravya
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

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Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
Example:

Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined."

3. if you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team

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Transformation happens here

Commitment Sheet

Date: 27/02/2020

Name: Apprentice Name G.N. Sravya Designation:

Mobile number: MOBILE_NO 9542804804

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for <u>9 hours</u> in a day depending on the training program and learning <u>path</u> I am aligned to	No/Yes ✓	hour	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	travel	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	Concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training <u>beyond</u> 9 working hours.	Agree/Disagree ✓	beyond	
The <u>shift</u> I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No ✓	shift	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the Company		decision	
I understand that <u>weekly</u> offs may be on any day of the week depending upon business requirement.	Disagree/Agree ✓	weekly	
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C :- Resignation and Notice period: In case I choose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.,	Disagree/Agree ✓	resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓	D	

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

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2. _____	_____	_____
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- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
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 Candidate's Signature


 Interviewer's signature

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happens here

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www.genpact.com

Date: 27/Feb/20

Dear: Kowkulla Bhavanna

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

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We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12,600/-

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We thank you for showing interest in the Apprentice program at Genpact and look forward to
to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

K. Bhanana
Accepted and Agreed


Rajiv Khatri

Assistant Vice President - HR

KOWKUTLA BHANANA
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

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Commitment Sheet - Instructions

Dear Candidate,

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**Commitment Sheet**Date: 27/ Feb/ 2020KOWKUTLA BHAVANA
Name: Apprentice Name

Designation:

Mobile number: MOBILE_NO - 9032316223

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

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K. Bhanana
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Interviewer's signature

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Date: 27/Feb/20

Dear: P. Sai Chandana

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

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We thank you for showing interest in the Apprentices program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

P. Sai Chandana
Accepted and Agreed

Rajiv Khatri

Assistant Vice President - HR

P. Sai Chandana
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

Genpact India Private Limited

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000; F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building
Tolstoy Marg New Delhi-110001



Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
Example:

Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "**Write the word that is in bold & underlined.**"

3. If you have any additional information that you want to provide related to each statement please add it in the Comments column


You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team


Genpact India Private Limited

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

Commitment SheetDate: 27/02/20Name: Apprentice Name
P. Sai Chandana.

Designation:

Mobile number: MOBILE_NO 6303515614

I hereby acknowledge that I have been informed about and understood the **Apprentice program** at Genpact and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

<u>A :- Training hours, shifts and leaves:</u>	<u>Response</u>	<u>Write word that is in BOLD & Underlined</u>	<u>Comments</u>
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	hour	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree ✓	beyond.	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No ✓	shift	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company	✓	decision	
I understand that weekly offs may be on any day of the week depending upon business requirement.	Disagree/Agree ✓	weekly	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	Agree/Disagree ✓	B	
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	Resignation and Notice period.	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓	D	

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education, or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

Chandul

Candidate's Signature

Interviewer's signature

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genpact

Genpact
Solutions
Private Limited

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
 - c. Employment if Applicable
 - d. Address proff

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9. The appointment letter issued to you, will, inter alia, contain the following terms
- i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - (ii) Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.
- Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

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Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 27-02-2020 Name: C. DISHA Mobile Number: 9849243149

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes ✓	<u>9 hours</u>	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree ✓	<u>Travel</u>	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	<u>Concern</u>	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree ✓	<u>Beyond</u>	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	<u>Decision</u>	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).	<u>Night</u>	<u>Shift</u>	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	<u>Weekly</u>	
B. For Voice/Gateway candidates only			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	<u>Voice</u>	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree ✓	<u>Compensatory</u>	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	<u>Leaves</u>	
C. Role change/Promotion			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	<u>Minimum</u>	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	<u>Promotion</u>	
D. Variable Incentives & Probation period			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes ✓	<u>Eligible</u>	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree ✓	<u>Performance</u>	
I am aware that if my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No ✓	<u>Probation</u>	
E. Resignation and Notice period			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	<u>Resign</u>	
F. For NCR Candidates only			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓	<u>Locations</u>	
G. For India to India candidates			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
H. Passport Requirement			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Disha
 Candidate's Signature

Wabeen
 Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

The COI is valid only if the Manager's
sound is cleared.
TFC :- Have to clear the Managers Round.

Disha

Candidate
Sign

Interviewer's
Sign

Dabub

Date: 27/Feb/20

Dear: Chengade Datta Prasad.

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12600/-

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

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This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company.

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentices program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Accepted and Agreed


Rajiv Khatri

Assistant Vice President - HR

DATA PRASAD.CTI.
Name of the Candidate

In case of any questions / clarifications regarding this LOI, please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8:00 PM (Monday to Friday).

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Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
Example:

Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "**Write the word that is in bold & underlined.**"

3. If you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team

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Tolstoy Marg New Delhi-110001

Commitment Sheet

 Date: 27/2/2020

Name: Apprentice Name

Designation:

 Mobile number: MOBILE_NO 9390097670
CH. DANITA PRASAD

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	<u>Response</u>	<u>Write word that is in BOLD & Underlined</u>	<u>Comments</u>
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	✓ No/Yes	HOURS	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	✓ Disagree/Agree	TRAVEL	
I don't have any concern travelling in non AC cabs or buses	✓ Agree/Disagree	CONCERN	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	✓ Agree/Disagree	BEYOND	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	✓ Yes/No	SHIFT	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company		DECISION	
I understand that weekly offs may be on any day of the week depending upon business requirement.	✓ Disagree/Agree	WEEKLY	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	✓ Agree/Disagree		
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period.	Disagree/Agree	RESIGN	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	✓ Yes/No		

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)	<input checked="" type="checkbox"/>		
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. <u>10th EXAM (SSC)</u>	<u>2015</u>	<u>8.7 (CGPA)</u>
2. <u>12th EXAM (INTER)</u>	<u>2017</u>	<u>67%</u>
3. <u>GRADUATION</u>	<u>2020</u>	<u>7.2 (CGPA) Avg of 6 Sem</u>
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education, or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

Candidate's Signature


Interviewer's signature

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genpact

Empowering
the world to
thrive

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
 - c. Employment if Applicable
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www.genpact.com

Date: 27/feb/20

Dear: Enja Jolly.

Sub: Letter of Intent (LOI) for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx 12600/-

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

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This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company.

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to
to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Accepted and Agreed


Rajiv Khatri

Assistant Vice President - HR

Name of the Candidate

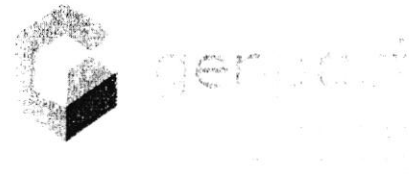
In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

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Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
Example:

Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined."

3. if you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team

Genpact India Private Limited

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000; F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

Commitment Sheet

 Date: 27/02/2020

Name: Apprentice Name

Designation:

 Mobile number: MOBILE_NO 9966518313

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

<u>A :- Training hours, shifts and leaves:</u>	<u>Response</u>	<u>Write word that is in BOLD & Underlined</u>	<u>Comments</u>
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes	hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree	beyond	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No	shift	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company		decision	
I understand that weekly offs may be on any day of the week depending upon business requirement.	Disagree/Agree	weekly	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100% calling.	Agree/Disagree		
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period.,	Disagree/Agree	resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No		

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

After attending the Pre Enrolment Orientation session, please tick one: I have attended the Pre Enrolment Orientation session and I understand the expectations from me.

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program


 Candidate's Signature


 Interviewer's signature

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genpact

Transformation
Partnership

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
 - c. Employment if Applicable
 - d. Address proff

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12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

www.genpact.com

Date: 27/feb/20

Dear: Joe Melvin

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.4 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ / _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

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CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 27/02/20 Name: Joe Melvin Mobile Number : 7989700428

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that th has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes ✓	<u>9 hours</u>	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree ✓	<u>travel</u>	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree ✓	<u>concern</u>	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree ✓	<u>Beyond</u>	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes ✓	<u>Decision</u>	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).	<u>Night</u>	<u>Shift</u>	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree ✓	<u>weekly</u>	
B. For Voice / Gateway candidates only:			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree ✓	<u>Voice</u>	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree ✓	<u>Compensatory</u>	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree ✓	<u>leaves</u>	
C. Role change, Promotion:			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree ✓	<u>Minimum</u>	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree ✓	<u>Promotion</u>	
D. Variable incentives & Probation period:			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes ✓	<u>eligible</u>	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree ✓	<u>Performance</u>	
I am aware that if my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No ✓	<u>Probation</u>	
E. Resignation and Notice period:			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree ✓	<u>resign</u>	
F. For NCR Candidates only:			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No ✓		
G. For India to India candidates:			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree ✓		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes ✓		
H. Passport Requirement			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Joe Melvin
 Candidate's Signature

Rabeesh
 Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpac
2. I am not comfortable with the job expectations and hence do not wish to join Genpac

Date: 27/feb/20

Dear: S. Sai Rohini

Sub: Letter of Intent ("LOI") for enrolment as "Apprentice" with Genpact India Private Limited

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter "Company"), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company's hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

Annual Stipend: INR xxxx12600

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

Genpact India Private Limited

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CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building
Tolstoy Marg New Delhi-110001

www.genpact.com

This LOI is valid for EXPIRY_DATE from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentices program at Genpact and look forward to you being part of Genpact family

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you

Yours faithfully,

For Genpact India Pvt India Ltd

Rajiv Khatri

Assistant Vice President - HR

Rohini
Accepted and Agreed

S. Sai Rohini
Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-XXXXXXXXXX / 91-XXXXXXXXXX between 11:00 AM and 8.00 PM (Monday to Friday).

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Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact Apprentice program. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

To ensure you have read the complete document, please ensure you.

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in **bold** and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.
Example:

Do I have any **concern** in travelling in non AC cabs or buses - the word **concern** needs to be written in the column with the heading "**Write the word that is in bold & underlined.**"

3. if you have any additional information that you want to provide related to each statement please add it in the Comments column

You will need to take a copy of the completed Commitment Sheet with you when you attend the "Pre Enrolment Orientation" (PEO) with the business.

After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not. It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,

Genpact Recruitment Team

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Tolstoy Marg New Delhi-110001

Commitment Sheet

Date: 27/2/20

Name: S. Sai Rohini
Apprentice Name

Designation:

Mobile number: MOBILE_NO 9502587493

I hereby acknowledge that I have been informed about and understood the **Apprentice program at Genpact** and understood conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A :- Training hours, shifts and leaves:	<u>Response</u>	<u>Write word that is in BOLD & Underlined</u>	<u>Comments</u>
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for 9 hours in a day depending on the training program and learning path I am aligned to	No/Yes ✓	hours	
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours	Disagree/Agree ✓	travel	
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree ✓	concern	
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training beyond 9 working hours.	Agree/Disagree ✓	beyond	
The shift I have been told I will be taking training in is: (please write DAY or NIGHT based on what has been discussed with you).	Yes/No ✓	Shift	
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company		decision	
I understand that weekly offs may be on any day of the week depending upon business requirement.	Disagree/Agree ✓	weekly	
B :- Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100%calling.	Agree/Disagree ✓	B	
C :- Resignation and Notice period: In case I choose to resign , I am aware I have to serve a full 30 day notice period,.	Disagree/Agree ✓	Resign	
D :- I am comfortable working in all locations in the site/city for which I am enrolled for ***.	Yes/No ✓	D	

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(e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the engagement and terminate the contract of apprentices.	Yes/No		

Declaration:

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

Education/Entrance Exam	Year	Results
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

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- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

Rohini
Candidate's Signature

Robert
Interviewer's signature

Genpact India Private Limited

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Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
3. Documents listed below
 - a. E-Aadhar Card copy
 - b. Education certificate (High School, Intermediate & Graduation)
 - c. Employment if Applicable
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CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited
12A (Ground Floor) Prakash Deep Building 7
Tolstoy Marg New Delhi-110001

Date: 27 Feb 20

Dear: T.V. Sri Saranya

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as PA
Subject to following terms and conditions;

1. Your annual fixed Cost to Company (CTC) will be 2.4 LPA.
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be GTA. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining : To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time : To be updated as per process requirements
 - (iii) Location : Hyderabad.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
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 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms
- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.
 - Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.
10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this Lol any time at its sole discretion.
11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
12. You agree and understand that this LOI is provisional and conditional subject to
- Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
 - Genpact issues you a formal letter of appointment.
13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in _____ (Month and Year) from _____ (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within _____ (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.



With Warm Regards,
For Genpact India
Human Resources

Accepted & Agreed
Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact us on _____ /, _____

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000
F +91 124 402 2674

CIN: U73100DL2005PTC307363
Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

Commitment Sheet

Date: 27-02-20 Name: T.V.Sri Saranya Mobile Number: 9618082819

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions.

A. Working hours, shifts and leaves	Response	Write word that is in BOLD & Underlined	Comments
It has been explained to me that I will work any 5 days in a week for <u>9 hours</u> in a day	No/Yes	9 hours	
I agree I may spend up to 2 hours in <u>travel</u> (one way) depending on my place of residence	Disagree/Agree	Travel	
I don't have any <u>concern</u> travelling in non AC cabs or buses	Agree/Disagree	concern	
In general Trainings, business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <u>beyond</u> 9 working hours.	Agree/Disagree	Beyond	
I understand the final <u>decision</u> on which shift, process and location I will be assigned to is taken by the company	No/Yes	decision	
The <u>shift</u> I have been told I will be working in is: (please write DAY or NIGHT based on what has been discussed with you).		Shift	
I understand that <u>weekly</u> offs may not be on Saturday/Sunday.	Disagree/Agree	Weekly	
B. For Voice/Gateway/candidates only			
I have been told I will work in a <u>Voice</u> process so my training will be for a Voice process and I will be in a Voice process post training.	Agree/Disagree	voice	
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a <u>compensatory</u> off as per policy.	Agree/Disagree	Compensatory	
I cannot take any <u>leaves</u> during the Class room and On job training period (till I complete 6 months). I understand that leaves are discouraged.	Agree/Disagree	Leaves	
C. Role change/Promotions			
I understand I need to be in a role for a <u>minimum</u> of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change.	Disagree/Agree	minimum	
My first <u>promotion</u> may take at least 18 months and will depend on how I perform.	Agree/Disagree	promotion	
D. Variable incentives & Probation periods			
I have understood that I will get a Variable incentive depending on how I perform every month. During my training period, I will not be <u>eligible</u> for the variable incentive.	No/Yes	eligible	
I understand that my <u>performance</u> will be compared with other employees in the process.	Agree/Disagree	performance	
I am aware that if my performance is below expectation, my <u>probation</u> period may be extended.	Yes/No	probation	
E. Resignation and Notice periods			
In case I chose to <u>resign</u> , I am aware I have to serve a full 30 day notice period.	Disagree/Agree	Resign	
F. For NCR candidates only			
I am comfortable working in all <u>locations</u> in NCR in Gurgaon, Noida and Delhi.	Yes/No	location	
G. For India to India candidates			
I understand I will be working 6 days a week and am comfortable with the same.	Agree/Disagree		
It has been explained to me that there is no Meal Allowance as part of my salary.	No/Yes		
H. Passport Requirement			
Valid Passport Available			

I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Candidate's Signature


 Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

Compose

Inbox 295

Starred

Snoozed

Sent

Drafts 26

More

Meet

New meeting

Join a meeting

Hangouts

 Bhavans +

No recent chats
Start a new one

Greetings for the Day

Please find the enclosed attachment of students list who are selected in Genpacat and their willingness to join.

**Thanks and Regards,
Dr. Seema Ghosh
Associate Professor and Placement Coordinator
Bhavans Vivekananda College
9849307930.**

Sl. No.	Roll No.	Name of the Student	Willingness to Join	Mobile	Email Address
1	1801210001	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
2	1801210002	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
3	1801210003	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
4	1801210004	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
5	1801210005	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
6	1801210006	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
7	1801210007	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
8	1801210008	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
9	1801210009	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
10	1801210010	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
11	1801210011	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
12	1801210012	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
13	1801210013	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
14	1801210014	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
15	1801210015	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
16	1801210016	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
17	1801210017	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
18	1801210018	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
19	1801210019	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com
20	1801210020	Dr. Seema Ghosh	Yes	9849307930	placementcellbvcc@gmail.com

 Genpacat list.xls

Mail Delivery Subsystem <mailer-daemon@googlemail.com>

to me

Sno	Rollno Number	Name of the Student Placed	Are You will	Gender	Mobile	Email Address	Course	Company
1	107217402086	Bikki Sreekanth	yes	Male	7386502183	sreekanth.nani47@gmail.com	B.Com (Computers) III Year	Genpact
2	107217407047	Saladi Shravani	No	Female	8790839433	saladisravani99@gmail.com	B.Com (Honors) III Year	Genpact
3	107217468095	Dangeti Sireeha	yes	Female	9398159667	sireesha1028@gmail.com	B.Sc (MPCS) III Year	Genpact
4	107217407094	Roselin Balabhadra	yes	Female	7993710185	Roselinrose49@gmail.com	B.Com (Honors) III Year	Genpact
5	107217401158	Joe Melvin	No	Male	7989700428	melvinronaldo35@gmail.com	B.Com (Regulars) III Year	Genpact
6	107217401126	Manisha Mehta	Yes	Female	9781520704	manishamehta1599@gmail.com	B.Com (Regulars) III Year	Genpact
7	107217402052	Keerthi Nidhunam	yes	Female	9705965970	Keerthi.yadav2000.1@gmail.com	B.Com (Computers) III Year	Genpact
8	107217402044	S Vaishnavi	Yes	Female	7995630247	Vaishnavi0247@gmail.com	B.Com (Computers) III Year	Genpact
9	107217401133	Punam	No	Female	8008433360	poonamsahani946@gmail.com	B.Com (Regulars) III Year	Genpact
10	107217407052	T V Sri Saranya	yes	Female	9618082819	saranyarao2000@gmail.com	B.Com (Honors) III Year	Genpact
11	107217407026	Likhitha Sri Kurella	yes	Female	9553310022	likithakurella@gmail.com	B.Com (Honors) III Year	Genpact
12	107218408016	Farha Begum	yes	Female	7207766458	farha.rahamaniac24@gmail.com	M.Com II Year	Genpact
13	107217407099	Jante Santoshi	Yes	Female	7075189605	santoshikiranjante33@gmail.com	B.Com (Honors) III Year	Genpact
14	107217402014	Kakumanu Leela Sai sirisha	yes	Female	8096294002	kakumanusirisha5@gmail.com	B.Com (Computers) III Year	Genpact
15	107217402043	S.Sai Rohini	yes	Female	9502587493	rohinirohirohi610@gmail.com	B.Com (Computers) III Year	Genpact
16	107217402079	Chiluveru Renuka	Yes	Female	9441126411	renukachiluveru28@gmail.com	B.Com (Computers) III Year	Genpact
17	107217401123	Dimple Choudhary	yes	Female	9121631104	dimpleseervi2106@gmail.com	B.Com (Regulars) III Year	Genpact
18	107217402111	Chinmay vikas Nakka	yes	Male	9177732042	vikasncv2000@gmail.com	B.Com (Computers) III Year	Genpact
19	107217402062	Akash Goud	Yes	Male	7702471946	akashgoud0690@gmail.com	B.Com (Computers) III Year	Genpact
20	107217402117	Shiva prasad Eru	yes	Male	9100592330	shiva17@gmail.com	B.Com (Computers) III Year	Genpact
21	107217402070	Mahesh Thumma	Yes	Male	8328261959	mahesh868634@gmail.com	B.Com (Computers) III Year	Genpact
22	107217402026	J Sireesha	yes	Female	8074479228	sireeshajajula1998@gmail.com	B.Com (Computers) III Year	Genpact
23	107217402116	Pigili Shiva Keerthi	yes	Female	9121545674	shivakeerthi46@gmail.com	B.Com (Computers) III Year	Genpact
24	107217402013	Guguloth niharika	No	Female	7997927267	gugulothniharika1999@gmail.com	B.Com (Computers) III Year	Genpact
25	107217402074	Nandhini Alugu	yes	Female	7675820678	nandhinialugu@gmail.com	B.Com (Computers) III Year	Genpact
26	107217401166	Mankala Sai Shruthi	yes	Female	6300077072	nalinkakarot@gmail.com	B.Com (Regulars) III Year	Genpact
27	107217402059	Chintham reddy naga bhavana	yes	Female	9346621438	bhavanareddy647@gmail.com	B.Com (Computers) III Year	Genpact
28	107217402010	G.N.Sravya Gyada	yes	Female	9542804804	gyadasravya1999@gmail.com	B.Com (Computers) III Year	Genpact
29	107217402057	Kowkutla Bhavana	yes	Female	7032316223	bhavanakowkutla@gmail.com	B.Com (Computers) III Year	Genpact
30	107217402082	Peddagouni Sai chandana	yes	Female	6303515614	Chandu12sai@gmail.com	B.Com (Computers) III Year	Genpact
31	107217402084	Jakkireddy Shravani	yes	Female	8074402809	jakkireddyshravani13@gmail.com	B.Com (Computers) III Year	Genpact
32	107217407066	Disha C	yes	Female	9849243149	cdishanair@gmail.com	B.Com (Honors) III Year	Genpact
33	107217407014	Chengade Dattaprasad	yes	Male	8367609476	703238datta@gmail.com	B.Com (Honors) III Year	Genpact
34	107217402069	Enja Jolly	yes	Female	9391379864	enjajolly@gmail.com	B.Com (Computers) III Year	Genpact

Date: 29-01-2020

Location: Hyderabad

Dear Kareti Anoocha

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

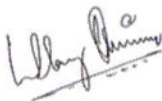
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

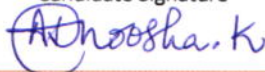
For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature



Date

29/01/20

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear DP Sranya

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

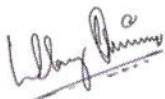
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Shivani Limbu

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

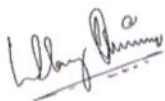
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Anjali kumari

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

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You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

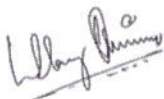
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Aishwarya Sarath

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

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You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

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Your Employment will be subject to you passing the toll gates (tests) during the training session.

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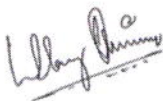
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Sindhu Shiva

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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You may be required to work in the night shift or any other shift timing deemed fit by the organization.

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At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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Your Employment will be subject to you passing the toll gates (tests) during the training session.

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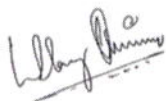
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature



Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Pampasi Anusha

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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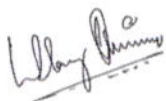
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature P.

Date

Annexure II

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Hema Vijaya Laxmi Devi Balusu

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

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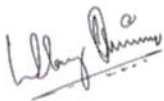
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Chintada Sai Kumar

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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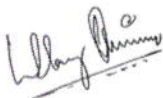
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

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5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Parida Ranjitha

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

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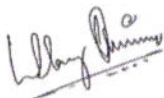
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

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Date: 29-01-2020

Location: Hyderabad

Dear Asmit Sudeesh Tarun

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

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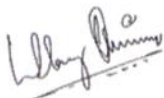
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020
Location: Hyderabad

Dear K. Haasliitha

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

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You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

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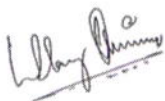
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Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best
Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Kolackina Vaishnavi

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

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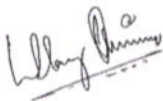
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Mitali Sinha

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

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5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Ganti Vivek

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

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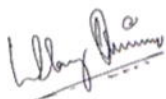
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We wish you all the best

Thanking you,

For Inventurus Knowledge Solutions Pvt. Ltd.

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

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5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020
Location: Hyderabad

Dear O.J. Himani

Sub: Letter Of Intent (LOI)

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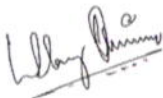
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



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Candidate Signature

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Date: 29-01-2020

Location: Hyderabad

Dear Dipika Madhavan

Sub: Letter Of Intent (LOI)

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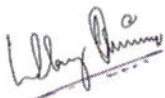
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



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Candidate Signature

Date

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Date: 29.01.2020

Location: Hyderabad

Dear Suraj Sudhakar Changanpet.

Sub: Letter Of Intent (LOI)

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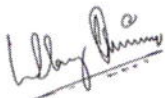
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



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Date

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Date: 29-01-2020

Location: Hyderabad

Dear Gyanta Vaishnavi

Sub: Letter Of Intent (LOI)

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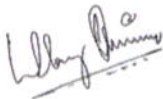
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For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



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Date

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5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Aditya Gopi

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

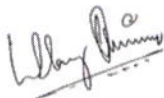
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Aashika Srivastava

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

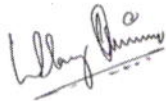
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
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3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020
Location: Hyderabad

Dear Naga Swetha

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

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You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

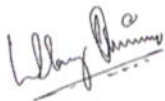
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
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3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Shaik Shabana Begum

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

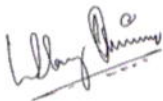
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

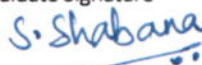
Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date



Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
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3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Swetha Singh

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 01-02-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

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Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Gariganti Jayashree

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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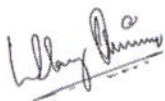
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Tanuja Chavali

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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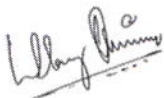
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

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5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Taku Naveen Kumar

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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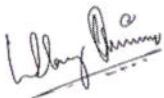
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We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Raikanti Rohan

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

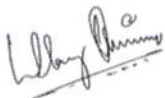
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
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3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020
Location: Hyderabad

Dear P. Anil Kumar Reddy

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

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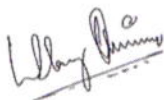
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
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3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Shaik Mohsin

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-7-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

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You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of joining.

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At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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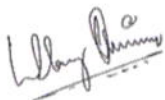
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Jimmala Sai Tarun Reddy

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020
Location: Hyderabad

Dear Neeraja Sai Sree Pindiprolu

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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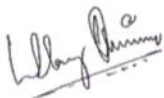
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,


For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature



Date 29/1/20

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020
Location: Hyderabad

Dear Kapasthi Malavika

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

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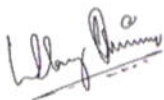
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We wish you all the best

Thanking you,

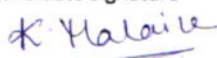
For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature



Date 29.01.2020

Annexure II

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5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020
Location: Hyderabad

Dear Madishetty Bharani

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

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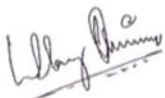
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We wish you all the best
Thanking you,

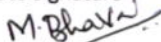
For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature



Date 29/1/2020

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

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4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Balodiya Harshvardhan

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

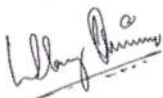
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date 29/1/20

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020
Location: Hyderabad

Dear Satya Lokesh

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

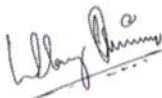
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Date: 29-01-2020

Location: Hyderabad

Dear Thadem Kaethik

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of **Revenue Cycle Officer** commencing from 20-07-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IIP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. 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 member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum **will** be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization.

An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

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

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used.

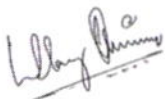
Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best

Thanking you,

For **Inventurus Knowledge Solutions Pvt. Ltd.**

Uday Kiran
Senior Vice President HR



I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

Annexure II

Please note that you are required to carry the following original documents along with 2 attested photocopies of the same, on the day of joining -

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Score should be more than 60%)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents



ITC Limited
INDIA TOBACCO DIVISION
9-1-77, 2nd to 5th Floor, Draupathi Chambers
31, Sarojini Devi Road, Secunderabad - 500003
Phone; 040 - 45975500

5th Nov 2019
Hyderabad

Mr. Dantham Mahender
S/o Mr. D Malakondaiah
H. No: 37-29/67/1/7
Shivajinagar Colony,
Sainikpuri - 500094
Secunderabad
Telangana

Dear Mahender,

OFFER OF EMPLOYMENT

With reference to your interview, we are pleased to offer you employment in our Company as **Sales Trainee**.

You will be posted at any of the businesses / locations of the Company.

This offer is subject to:

- A.
 - i. You being declared medically fit for employment by the Company's Panel of Doctors. Please note that you should make arrangements to complete the medical examination within 10 days of receipt of this letter.
 - ii. Appropriate replies from your referees.
 - iii. Production of acceptable certified documentary evidence of your date of birth.
- B. Declaration from you whether you are / are not a relative of a Director of this Company.
- C. Your passing the Post-Graduation Examination successfully on schedule.

The letter of appointment will be sent to you separately, which will be subject to completion of the above formalities.

We shall be obliged if you could kindly confirm your acceptance of the above by returning the duplicate of this letter duly signed by you.

Yours faithfully,

ITC LIMITED

GAURAV PUNDLIK
BRANCH MANAGER

D. Malakondaiah
Offer accepted
11/12/2019

FMCG • HOTELS • PAPERBOARDS & PACKAGING • AGRI-BUSINESS • INFORMATION TECHNOLOGY

Registered Office: ITC Limited, Virginia House 37 J.L. Nehru Road, Kolkata, 700071, India
Visit us at www.itcportal.com • Corporate Identity Number: L16005WB1910PLC001985 • e-mail: enduringvalue@itc.in



Dear Nagaraj Potharaju,

Welcome to Kotak Life Family. I congratulate you for joining us in our exciting journey of building India's best life insurance company.

We take pride in being the **only** 100% Indian company among the top ranking Indian life insurance organizations.

At Kotak Life we lay emphasis on living a value driven winning culture. As you embark on a new journey with us, let me introduce you to PACIFIC- an acronym that defines our core values.

Recognized as having the highest professional standards. Our employees and advisors will possess superior knowledge & skill, for the benefit of our customers. We will strive for best of class processes and superior quality of execution in whatever we set out to achieve.

We consistently strive for improvement by seeking feedback and adopting best practices. Every achievement becomes a milestone for the next level of performance.

Customers depend on us to be there in the future to meet promises. We will achieve by efficient cost management, uncompromised claim payments and superior investment management.

Our dealings are characterized by the highest levels of trust, honesty and fairness.

We create an environment that encourages all employees to innovate, experiment and try out new things without fear of failure.

We strive to satisfy our customers by providing quality products, services, advice sustainable value, and ensure our customers receive excellent solutions to meet their needs.

Employees will determine our future success. We will treat everyone with dignity. We will invest in the development of our human resources and reward superior performance.

My best wishes for scaling greater heights in your career with PACIFIC guiding you along the way! Regards,

A handwritten signature in black ink, appearing to read "G. Murlidhar".

G Murlidhar - Managing Director

Offer-cum-Appointment Letter

31 July 2020

Aakapeddi Ganesh Hanuman Koushik

18/256 - 1, Hanumanpet, Malkajgiri, Secundrabad , Telangana - 500047

Dear **Aakapeddi**,

Welcome to Kotak Mahindra Group.

We hereby offer you an appointment as **Management Trainee** in the **L3** grade with Kotak Mahindra Life Insurance Company Limited ("Company") with effect from **7 August 2020**, subject to your completing joining formalities, as prescribed by the Company, on or before the said date. If you join prior to the said date, your appointment shall take effect from the date of your joining.

With your selection, the Company has taken a step forward to fulfill a part of the Group Vision, i.e., being the preferred employer for the best talent. And now it is upon both of us to strive towards creating Value for our customers and stakeholders by offering individualized real-time, pragmatic solutions to service every financial requirement of our customers. We, together, shall live up to the entrepreneurial and innovative spirit of the Group and work with complete transparency & compliance to become a Global Indian financial services brand. It is expected that you will uphold all that we stand for and strive towards fulfillment of the Company's goals.

Your appointment shall be subject to the Terms and Conditions enclosed with this letter as Annexure-A. The same shall form part of this letter of appointment. Your joining shall be deemed to be an acceptance of these Terms and Conditions by you.

This offer shall stand withdrawn if you do not join on or before the date specified in this letter.

We look forward to your having a long and happy career with us.

Here's wishing you **#CareersForLife** at KLI.

Yours Sincerely,

For Kotak Mahindra Life Insurance Company Limited



Amit Vaish
Group Head - Human Resources (Insurance)

Kotak Mahindra Life Insurance Company Limited

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C- 12,
G- Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infiniti, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 6605 7777

F +91 22 6725 6166

<http://insurance.kotak.com>

Koi hai... hamesha

Annexure 'B'
Compensation Package

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,05,000	8,750
HRA	52,500	4,375
Field Allowance	98,000	8,167
Leave Travel Concession	50,000	4,167
Bonus	16,800	1,400
Special Pay	8,972	748
Monthly Gross	3,31,272	27,606
Company Contribution into Provident Fund	13,677	
Gratuity	5,051	
Total CTC	3,50,000	

Head of Tied (HOT) Club Incentive:

1. You have **earning potential** of max upto INR 300,000/- (Rupees Three Lakhs) over the period of 3 years.
2. With **maximum earning** of INR 80,000/- (Rupees Eighty Thousand only) in the joining year, INR 100,000/- (Rupees One Lakh only) in the second year & INR 120,000 (Rupees One Lakh Twenty Thousand only) in the third year.
3. This payment will be staggered payment. Payment will be made on interval of every 6 months **linked to target achievement** Staggered payment details are below -



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTCO67478
● PAN:AAECR2608A

Date: 29th October 2020

Arick Alex Joseph
Email: josephpapu760@gmail.com
Phone: 7842303465/7013305349

Dear Arick Alex Joseph,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as '**Associate Consultant**', in our Hyderabad, India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Designation	: ' Associate Consultant '
Cost to Company	: INR 3,00,000/- per annum (Rupees Three Lakh Only)
Proposed Compensation Break Up	: As Detailed in Annexure II
Shift Timings	: US (6:00PM – 3:00AM)

You will be eligible for an increment in your annual CTC by INR 50,000 (Rupees Fifty Thousand Only) post successful completion of six months of probation period from the date of your joining.

You are also eligible for a Transport Allowance of INR 4,000 (Rupees Four Thousand Only) per month should you not opt for company provided transport, along with the Night Shift Allowance (NSA) of INR 3,000 (Rupees Three Thousand Only) if you work in a shift between 5:00pm to 5:00am. The same will be processed basis the number of working days with your monthly salary and will be taxable.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **2nd November 2020**, failing which this appointment will stand automatically withdrawn.



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTC067478
● PAN:AAECR2608A

Our standard policy includes annual performance appraisals and six months of probation from the date of joining the Company.

Termination and Notice Period:

Subject to the provisions contained in this offer, your services may be terminated by either party on giving **'two months'** notice.

No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible to proceed on such leave during the notice period.

This offer of employment is contingent upon the successful completion of your back-ground screening as per the norms of the organization.

In the first instance, during period the period of Probation, the termination of service may be made by either of the parties without giving any reason by giving one month notice or on payment of a sum equivalent to one month pay in lieu of notice.

Post confirmation of employment the termination of services may be made by either of the parties without assigning any reason by giving two months' notice or by paying a sum equivalent to two month's salary in lieu of notice. The company may insist that you shall serve the notice period or complete the project/assignment on hand and ensure knowledge transfer and hiring of replacement before being relieved from the services. The company may also at its sole discretion, waive the total or part of the notice period and relieve you from service.

Pay for the purpose of this clause would be basic pay per month drawn by the employee on the date of giving the notice by either of the parties.

No notice or payment in lieu thereof is necessary in the event the termination is on account of misconduct on your part including but not limited to Code of Conduct violation, breach of Zero Tolerance policy.

You will be entitled to Privilege Leave in accordance with the Rules of the Company being in force at the time.

You will carry out all instructions of your superior(s) in the Company as regards your work, attendance, conduct, behavior, etc. and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time notwithstanding the designation given above. Your days of work and working hours will be as per the working hours of the office, in which you are for the time being posted and can be changed at the discretion of the management of the Company.

You will retire in the normal course from the services of the Company on attaining the age of superannuation, that is on the day following your 60th Birthday.

Company however will have a right to retire you earlier from the services of the Company, any time after attaining the age of fifty five, if it is of the opinion that you are not physically or mentally fit enough to



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perform your assigned duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

The terms set out in this letter, together with the non-disclosure agreement and the Regalix India Pvt. Ltd. Compliance and Policy Manual, will form your Contract of Employment with the Company

You will abide by the Rules and Regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions in service which shall be binding on you.

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

You being adjudged an insolvent or applying to be adjudged an insolvent or making a compensation or arrangement with your creditors or being found guilty by a competent court of any offence involving moral turpitude will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

You shall inform the company of any change in your personal data within 3 working days. Any notice required to be given to you, shall be deemed to have been duly and properly given if delivered to you personally or sent to you by registered post at your address in India, as recorded with the Company.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation

agreement, etc.). Such agreements may be contained in offer letters from previous employers, stock option grants, employment agreements, independent contractor agreements, agreements for the sale of a business etc. You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party. In your work for Company, you will not disclose or make use of any information or trade secrets in violation of any agreements with or rights of any such previous employer or other party, and you will not bring to Company premises any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate offer document to the undersigned, as a sign of your acceptance of the offer, latest by **30th October 2020**; failing which the offer shall stand withdrawn.

Arick Alex Joseph, we take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar



Shanta Sarkar

Associate Director – Human Resources

I **Arick Alex Joseph**, agree to accept employment on the above-mentioned terms and conditions. I'll report for duty on or before **2nd November 2020**.

Date: _____

Signed: _____

Enclosed:

1. Details of Required Documents: Annexure I
2. Salary Break-up: Annexure II

Annexure I

Please submit 2 copies each of the below mentioned documents on your date of joining:

- Semester Marks Cards for all courses pursued (full time / distance learning)
- Provisional and Original Degree Certificates issued by the University for all courses pursued (full time / distance learning)
- Proof for Date of Birth (Birth Certificate, School Leaving Certificate or Xth Standard Mark Sheet with Date of Birth)
- Relieving letter from all the Past Employers (Relieving letter from the Current Employer shall be submitted on the Date of Joining)
- Last 3 months pays
- Copy of your Passport with any valid Visa / Work permit
- PAN Card copy and Aadhaar (Mandatory)
- 2 Passport size photographs

***Please note: Aadhaar No. and PAN No. has become mandatory as per new Government regulation for creation of your PF Account and UAN Number.**

Employment confirmation is subjected to submission of Aadhaar No. and PAN No.

**Annexure II – Salary Break-up
Salary Break Up Sheet**

Total CTC:		Rs. 3,00,000	
Particulars	Annual	Per Month	
Salary			
Basic Salary	Rs. 1,20,000	Rs.	10,000
House Rent Allowance	Rs. 48,000	Rs.	4,000
Special Allowance	Rs. 1,04,628	Rs.	8,719
Gross Salary (Before Deductions)	Rs. 2,72,628	Rs.	22,719
Employer Benefits (Part of CTC)			
PF Contribution Employer	Rs. 21,600	Rs.	1,800
Gratuity *	Rs. 5,772	Rs.	481
Deductions			
PF Contribution Employee	Rs. 21,600	Rs.	1,800
Profession Tax	Rs. 2,400	Rs.	200
Income tax *			
Gross Pay	Rs. 2,72,628	Rs.	22,719
Net Pay (Take Home)	Rs. 2,48,628	Rs.	20,719
CTC	Rs. 3,00,000	Rs.	25,000
<p>* Net Salary is subject to declaration towards Investments & other Eligible Deductions under IT Provisions</p> <p>* Variable is paid quarterly basis your performance.</p> <p>* Insurance covering self, spouse and children up to Rs.5,00,000/- per annum</p> <p>* Payment of gratuity will be in accordance with the provisions of the Payment of Gratuity Act.</p> <p>* Any perquisites/allowance/incentive/ bonus paid above the CTC will be taxable</p>			



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EAST WING, M.G.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTC067478
● PAN:AAECR2608A

Date: 29th October 2020

Mohammed Salman
Email: mohammed.xtp@gmail.com
Phone: 7337095638

Dear Mohammed Salman,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as 'Associate Consultant', in our Hyderabad, India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Designation	: 'Associate Consultant'
Cost to Company	: INR 3,00,000/- per annum (Rupees Three Lakh Only)
Proposed Compensation Break Up	: As Detailed in Annexure II
Shift Timings	: US (6:00PM – 3:00AM)

You will be eligible for an increment in your annual CTC by INR 50,000 (Rupees Fifty Thousand Only) post successful completion of six months of probation period from the date of your joining.

You are also eligible for a Transport Allowance of INR 4,000 (Rupees Four Thousand Only) per month should you not opt for company provided transport, along with the Night Shift Allowance (NSA) of INR 3,000 (Rupees Three Thousand Only) if you work in a shift between 5:00pm to 5:00am. The same will be processed basis the number of working days with your monthly salary and will be taxable.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **2nd November 2020**, failing which this appointment will stand automatically withdrawn.



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.C.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTCO67478
● PAN:AAECR2608A

Date: 29th October 2020

Sakshi Kinikar
Email: kinikar.sakshi08@gmail.com
Phone: 9704766887

Dear Sakshi Kinikar,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as 'Associate Consultant', in our Hyderabad, India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Designation	: 'Associate Consultant'
Cost to Company	: INR 3,00,000/- per annum (Rupees Three Lakh Only)
Proposed Compensation Break Up	: As Detailed in Annexure II
Shift Timings	: AUNZ (4:30AM – 1:30PM)

You will be eligible for an increment in your annual CTC by INR 50,000 (Rupees Fifty Thousand Only) post successful completion of six months of probation period from the date of your joining.

You are also eligible for a Transport Allowance of INR 4,000 (Rupees Four Thousand Only) per month should you not opt for company provided transport, along with the Night Shift Allowance (NSA) of INR 3,000 (Rupees Three Thousand Only) if you work in a shift between 5:00pm to 5:00am. The same will be processed basis the number of working days with your monthly salary and will be taxable.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **2nd November 2020**, failing which this appointment will stand automatically withdrawn.



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
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Our standard policy includes annual performance appraisals and six months of probation from the date of joining the Company.

Termination and Notice Period:

Subject to the provisions contained in this offer, your services may be terminated by either party on giving **'two months'** notice.

No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible to proceed on such leave during the notice period.

This offer of employment is contingent upon the successful completion of your back-ground screening as per the norms of the organization.

In the first instance, during period the period of Probation, the termination of service may be made by either of the parties without giving any reason by giving one month notice or on payment of a sum equivalent to one month pay in lieu of notice.

Post confirmation of employment the termination of services may be made by either of the parties without assigning any reason by giving two months' notice or by paying a sum equivalent to two month's salary in lieu of notice. The company may insist that you shall serve the notice period or complete the project/assignment on hand and ensure knowledge transfer and hiring of replacement before being relieved from the services. The company may also at its sole discretion, waive the total or part of the notice period and relieve you from service.

Pay for the purpose of this clause would be basic pay per month drawn by the employee on the date of giving the notice by either of the parties.

No notice or payment in lieu thereof is necessary in the event the termination is on account of misconduct on your part including but not limited to Code of Conduct violation, breach of Zero Tolerance policy.

You will be entitled to Privilege Leave in accordance with the Rules of the Company being in force at the time.

You will carry out all instructions of your superior(s) in the Company as regards your work, attendance, conduct, behavior, etc. and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time notwithstanding the designation given above. Your days of work and working hours will be as per the working hours of the office, in which you are for the time being posted and can be changed at the discretion of the management of the Company.

You will retire in the normal course from the services of the Company on attaining the age of superannuation, that is on the day following your 60th Birthday.

Company however will have a right to retire you earlier from the services of the Company, any time after attaining the age of fifty five, if it is of the opinion that you are not physically or mentally fit enough to



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perform your assigned duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

The terms set out in this letter, together with the non-disclosure agreement and the Regalix India Pvt. Ltd. Compliance and Policy Manual, will form your Contract of Employment with the Company

You will abide by the Rules and Regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions in service which shall be binding on you.

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

You being adjudged an insolvent or applying to be adjudged an insolvent or making a compensation or arrangement with your creditors or being found guilty by a competent court of any offence involving moral turpitude will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

You shall inform the company of any change in your personal data within 3 working days. Any notice required to be given to you, shall be deemed to have been duly and properly given if delivered to you personally or sent to you by registered post at your address in India, as recorded with the Company.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation

agreement, etc.). Such agreements may be contained in offer letters from previous employers, stock option grants, employment agreements, independent contractor agreements, agreements for the sale of a business etc. You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party. In your work for Company, you will not disclose or make use of any information or trade secrets in violation of any agreements with or rights of any such previous employer or other party, and you will not bring to Company premises any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate offer document to the undersigned, as a sign of your acceptance of the offer, latest by **30th October 2020**; failing which the offer shall stand withdrawn.

Sakshi Kinikar, we take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar

Associate Director – Human Resources

I **Sakshi Kinikar**, agree to accept employment on the above-mentioned terms and conditions. I'll report for duty on or before **2nd November 2020**.

Date: _____

Signed: _____

Enclosed:

1. Details of Required Documents: Annexure I
2. Salary Break-up: Annexure II



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Please submit 2 copies each of the below mentioned documents on your date of joining:

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- Provisional and Original Degree Certificates issued by the University for all courses pursued (full time / distance learning)
- Proof for Date of Birth (Birth Certificate, School Leaving Certificate or Xth Standard Mark Sheet with Date of Birth)
- Relieving letter from all the Past Employers (Relieving letter from the Current Employer shall be submitted on the Date of Joining)
- Last 3 months pays
- Copy of your Passport with any valid Visa / Work permit
- PAN Card copy and Aadhaar (Mandatory)
- 2 Passport size photographs

***Please note: Aadhaar No. and PAN No. has become mandatory as per new Government regulation for creation of your PF Account and UAN Number.**

Employment confirmation is subjected to submission of Aadhaar No. and PAN No.

Annexure II – Salary Break-up

Salary Break Up Sheet			
Total CTC:		Rs. 3,00,000	
Particulars	Annual	Per Month	
Salary			
Basic Salary	Rs. 1,20,000	Rs.	10,000
House Rent Allowance	Rs. 48,000	Rs.	4,000
Special Allowance	Rs. 1,04,628	Rs.	8,719
Gross Salary (Before Deductions)	Rs. 2,72,628	Rs.	22,719
Employer Benefits (Part of CTC)			
PF Contribution Employer	Rs. 21,600	Rs.	1,800
Gratuity *	Rs. 5,772	Rs.	481
Deductions			
PF Contribution Employee	Rs. 21,600	Rs.	1,800
Profession Tax	Rs. 2,400	Rs.	200
Income tax *			
Gross Pay	Rs. 2,72,628	Rs.	22,719
Net Pay (Take Home)	Rs. 2,48,628	Rs.	20,719
CTC	Rs. 3,00,000	Rs.	25,000
* Net Salary is subject to declaration towards Investments & other Eligible Deductions under IT Provisions			
* Variable is paid quarterly basis your performance.			
* Insurance covering self, spouse and children up to Rs.5,00,000/- per annum			
* Payment of gratuity will be in accordance with the provisions of the Payment of Gratuity Act.			
* Any perquisites/allowance/incentive/ bonus paid above the CTC will be taxable			

Date: 29th October 2020

Krithika Thakur
Email: krithifrooti@gmail.com
Phone: 9100265092

Dear Krithika Thakur,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as 'Associate Consultant', in our Hyderabad, India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

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The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **2nd November 2020**, failing which this appointment will stand automatically withdrawn.

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perform your assigned duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

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Krithika Thakur, we take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar



Shanta Sarkar

Associate Director – Human Resources

I **Krithika Thakur**, agree to accept employment on the above-mentioned terms and conditions. I'll report for duty on or before **2nd November 2020**.

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Date: 29th October 2020

Dipankar Manral
Email: manraldipankar@gmail.com
Phone: 9182685562

Dear Dipankar Manral,

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By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation

agreement, etc.). Such agreements may be contained in offer letters from previous employers, stock option grants, employment agreements, independent contractor agreements, agreements for the sale of a business etc. You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party. In your work for Company, you will not disclose or make use of any information or trade secrets in violation of any agreements with or rights of any such previous employer or other party, and you will not bring to Company premises any copies or other tangible embodiments of non-public information belonging to or obtained from any such previous employment or other party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate offer document to the undersigned, as a sign of your acceptance of the offer, latest by **30th October 2020**; failing which the offer shall stand withdrawn.

Dipankar Manral, we take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Regalix India Private Ltd

Shanta Sarkar



Shanta Sarkar

Associate Director – Human Resources

I **Dipankar Manral**, agree to accept employment on the above-mentioned terms and conditions. I'll report for duty on or before **2nd November 2020**.

Date: **30/10/2020**

Signed:

Enclosed:

1. Details of Required Documents: Annexure I
2. Salary Break-up: Annexure II



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTC067478
● PAN:AAECR2608A

Annexure I

Please submit 2 copies each of the below mentioned documents on your date of joining:

- Semester Marks Cards for all courses pursued (full time / distance learning)
- Provisional and Original Degree Certificates issued by the University for all courses pursued (full time / distance learning)
- Proof for Date of Birth (Birth Certificate, School Leaving Certificate or Xth Standard Mark Sheet with Date of Birth)
- Relieving letter from all the Past Employers (Relieving letter from the Current Employer shall be submitted on the Date of Joining)
- Last 3 months pays
- Copy of your Passport with any valid Visa / Work permit
- PAN Card copy and Aadhaar (Mandatory)
- 2 Passport size photographs

***Please note: Aadhaar No. and PAN No. has become mandatory as per new Government regulation for creation of your PF Account and UAN Number.**

Employment confirmation is subjected to submission of Aadhaar No. and PAN No.



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G. ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTC067478
● PAN:AAECR2608A

Annexure II – Salary Break-up

Salary Break Up Sheet			
Total CTC:	Rs.	3,00,000	
Particulars	Annual		Per Month
Salary			
Basic Salary	Rs.	1,20,000	Rs. 10,000
House Rent Allowance	Rs.	48,000	Rs. 4,000
Special Allowance	Rs.	1,04,628	Rs. 8,719
Gross Salary (Before Deductions)	Rs.	2,72,628	Rs. 22,719
Employer Benefits (Part of CTC)			
PF Contribution Employer	Rs.	21,600	Rs. 1,800
Gratuity *	Rs.	5,772	Rs. 481
Deductions			
PF Contribution Employee	Rs.	21,600	Rs. 1,800
Profession Tax	Rs.	2,400	Rs. 200
Income tax *			
Gross Pay	Rs.	2,72,628	Rs. 22,719
Net Pay (Take Home)	Rs.	2,48,628	Rs. 20,719
CTC	Rs.	3,00,000	Rs. 25,000
* Net Salary is subject to declaration towards Investments & other Eligible Deductions under IT Provisions			
* Variable is paid quarterly basis your performance.			
* Insurance covering self, spouse and children up to Rs.5,00,000/- per annum			
* Payment of gratuity will be in accordance with the provisions of the Payment of Gratuity Act.			
* Any perquisites/allowance/incentive/ bonus paid above the CTC will be taxable			



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTCO67478
● PAN:AAECR2608A

Our standard policy includes annual performance appraisals and six months of probation from the date of joining the Company.

Termination and Notice Period:

Subject to the provisions contained in this offer, your services may be terminated by either party on giving 'two months' notice.

No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible to proceed on such leave during the notice period.

This offer of employment is contingent upon the successful completion of your back-ground screening as per the norms of the organization.

In the first instance, during period the period of Probation, the termination of service may be made by either of the parties without giving any reason by giving one month notice or on payment of a sum equivalent to one month pay in lieu of notice.

Post confirmation of employment the termination of services may be made by either of the parties without assigning any reason by giving two months' notice or by paying a sum equivalent to two month's salary in lieu of notice. The company may insist that you shall serve the notice period or complete the project/assignment on hand and ensure knowledge transfer and hiring of replacement before being relieved from the services. The company may also at its sole discretion, waive the total or part of the notice period and relieve you from service.

Pay for the purpose of this clause would be basic pay per month drawn by the employee on the date of giving the notice by either of the parties.

No notice or payment in lieu thereof is necessary in the event the termination is on account of misconduct on your part including but not limited to Code of Conduct violation, breach of Zero Tolerance policy.

You will be entitled to Privilege Leave in accordance with the Rules of the Company being in force at the time.

You will carry out all instructions of your superior(s) in the Company as regards your work, attendance, conduct, behavior, etc. and carry out diligently and honestly all duties that may be assigned to you by the Company from time to time notwithstanding the designation given above. Your days of work and working hours will be as per the working hours of the office, in which you are for the time being posted and can be changed at the discretion of the management of the Company.

You will retire in the normal course from the services of the Company on attaining the age of superannuation, that is on the day following your 60th Birthday.

Company however will have a right to retire you earlier from the services of the Company, any time after attaining the age of fifty five, if it is of the opinion that you are not physically or mentally fit enough to



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTCO6747B
● PAN:AAECR2608A

perform your assigned duties efficiently and effectively. Such early retirement may be given to you by giving a notice of three months. No extra compensation is payable to you in such an event.

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

The terms set out in this letter, together with the non-disclosure agreement and the Regalix India Pvt. Ltd. Compliance and Policy Manual, will form your Contract of Employment with the Company

You will abide by the Rules and Regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions in service which shall be binding on you.

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

You being adjudged an insolvent or applying to be adjudged an insolvent or making a compensation or arrangement with your creditors or being found guilty by a competent court of any offence involving moral turpitude will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

You shall inform the company of any change in your personal data within 3 working days. Any notice required to be given to you, shall be deemed to have been duly and properly given if delivered to you personally or sent to you by registered post at your address in India, as recorded with the Company.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTCO67478
● PAN:AAECR2608A

Annexure I

Please submit 2 copies each of the below mentioned documents on your date of joining:

- Semester Marks Cards for all courses pursued (full time / distance learning)
- Provisional and Original Degree Certificates issued by the University for all courses pursued (full time / distance learning)
- Proof for Date of Birth (Birth Certificate, School Leaving Certificate or Xth Standard Mark Sheet with Date of Birth)
- Relieving letter from all the Past Employers (Relieving letter from the Current Employer shall be submitted on the Date of Joining)
- Last 3 months pays
- Copy of your Passport with any valid Visa / Work permit
- PAN Card copy and Aadhaar (Mandatory)
- 2 Passport size photographs

***Please note: Aadhaar No. and PAN No. has become mandatory as per new Government regulation for creation of your PF Account and UAN Number.**

Employment confirmation is subjected to submission of Aadhaar No. and PAN No.

Annexure II – Salary Break-up

Salary Break Up Sheet			
Total CTC:	Rs.	3,00,000	
Particulars		Annual	Per Month
Salary			
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House Rent Allowance	Rs.	48,000	Rs. 4,000
Special Allowance	Rs.	1,04,628	Rs. 8,719
Gross Salary (Before Deductions)	Rs.	2,72,628	Rs. 22,719
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PF Contribution Employer	Rs.	21,600	Rs. 1,800
Gratuity *	Rs.	5,772	Rs. 481
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Profession Tax	Rs.	2,400	Rs. 200
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Gross Pay	Rs.	2,72,628	Rs. 22,719
Net Pay (Take Home)	Rs.	2,48,628	Rs. 20,719
CTC	Rs.	3,00,000	Rs. 25,000
* Net Salary is subject to declaration towards Investments & other Eligible Deductions under IT Provisions			
* Variable is paid quarterly basis your performance.			
* Insurance covering self, spouse and children up to Rs.5,00,000/- per annum			
* Payment of gratuity will be in accordance with the provisions of the Payment of Gratuity Act.			
* Any perquisites/allowance/incentive/ bonus paid above the CTC will be taxable			

Date: 29th October 2020

B. Kaushik
Email: kaushikbandi123@gmail.com
Phone: 7901256938

Dear B. Kaushik,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as 'Associate Consultant', in our Hyderabad, India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Designation	: 'Associate Consultant'
Cost to Company	: INR 3,00,000/- per annum (Rupees Three Lakh Only)
Proposed Compensation Break Up	: As Detailed in Annexure II
Shift Timings	: AUNZ (4:30AM – 1:30PM)

You will be eligible for an increment in your annual CTC by INR 50,000 (Rupees Fifty Thousand Only) post successful completion of six months of probation period from the date of your joining.

You are also eligible for a Transport Allowance of INR 4,000 (Rupees Four Thousand Only) per month should you not opt for company provided transport, along with the Night Shift Allowance (NSA) of INR 3,000 (Rupees Three Thousand Only) if you work in a shift between 5:00pm to 5:00am. The same will be processed basis the number of working days with your monthly salary and will be taxable.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **2nd November 2020**, failing which this appointment will stand automatically withdrawn.

Date: 29th October 2020

Jacinth Rachel
Email: jazz0608@gmail.com
Phone: 7330909549

Dear Jacinth Rachel,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as '**Associate Consultant**', in our Hyderabad, India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Designation	: ' Associate Consultant '
Cost to Company	: INR 3,00,000/- per annum (Rupees Three Lakh Only)
Proposed Compensation Break Up	: As Detailed in Annexure II
Shift Timings	: US (6:00PM – 3:00AM)

You will be eligible for an increment in your annual CTC by INR 50,000 (Rupees Fifty Thousand Only) post successful completion of six months of probation period from the date of your joining.

You are also eligible for a Transport Allowance of INR 4,000 (Rupees Four Thousand Only) per month should you not opt for company provided transport, along with the Night Shift Allowance (NSA) of INR 3,000 (Rupees Three Thousand Only) if you work in a shift between 5:00pm to 5:00am. The same will be processed basis the number of working days with your monthly salary and will be taxable.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **2nd November 2020**, failing which this appointment will stand automatically withdrawn.



RAHEJA TOWERS, NO. 26-27, 5TH FLOOR,
EAST WING, M.G.ROAD,
BENGALURU - 560001, INDIA

● CIN:U72200KA2008PTCO67478
● PAN:AAECR2608A

Date: 29th October 2020

Kolachina Vaishnavi
Email: vaishnavikolachina@gmail.com
Phone: 9550522391

Dear Kolachina Vaishnavi,

On behalf of Regalix India Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as **'Associate Consultant'**, in our Hyderabad, India operation. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Designation	: 'Associate Consultant'
Cost to Company	: INR 3,00,000/- per annum (Rupees Three Lakh Only)
Proposed Compensation Break Up	: As Detailed in Annexure II
Shift Timings	: US (6:00PM - 3:00AM)

You will be eligible for an increment in your annual CTC by INR 50,000 (Rupees Fifty Thousand Only) post successful completion of six months of probation period from the date of your joining.

You are also eligible for a Transport Allowance of INR 4,000 (Rupees Four Thousand Only) per month should you not opt for company provided transport, along with the Night Shift Allowance (NSA) of INR 3,000 (Rupees Three Thousand Only) if you work in a shift between 5:00pm to 5:00am. The same will be processed basis the number of working days with your monthly salary and will be taxable.

The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State / Central tax laws.

Your Initial Posting will be at **Hyderabad India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

The terms and conditions applicable to such other places/establishments/times will be notified to you in a transfer order. In the event of your not joining duty in accordance with such transfer order within eight days of the transfer date mentioned in the transfer order, you shall be deemed to have relinquished and resigned your employment and you shall cease to be in our employment.

Your appointment will be effective from the **date of joining** which shall be on or before **2nd November 2020**, failing which this appointment will stand automatically withdrawn.



Bhavans Placements <placementcellbvc@gmail.com>

Campus Placements

1 message

Salve Richi Sumanth Kumar <salve.kumar@regalix-inc.com>

Mon, Jan 6, 2020 at 12:36 PM

To: Bhavans Placements <placementcellbvc@gmail.com>

Hello Ma'am ,

Greetings !
Happy new year.

Please find the list of candidates who was selected for Regalix.inc on the drive date (21st Dec 2019) thanks for your support in all ways - we would also request you to help us with other drive at your college to have another opportunity with your prestigious college.

Name
Arick Alex Joseph
Arcot Ravi Kumar Anurag
Mohammed Salman
Jimmala Sai Tarun
Arya Nandan
Kolachina Vaishnavi
Sakshi Kinikar
Shweta Bajaj
G.Shiva Prerana
Krithika Thakur
Surabhi Sarᅇa
Preksha Patel
Megha Gopinath
Pola Naga Bhavani
Prachi Rampal
Jacynth Rachel
Kumari Priya
Jola Supriya
A S Tarun
Sudhanshu Ranjan
Dipankar Manral
Anirudh Pratap Singh Chauhan
G.Lakshman
B. Kaushik

Thanks,
Richi

Reliance SMSL Limited

Ref : SMSL/59564482/13068979/241219/2037

Date : 24 Dec 2019

Dommata VenkatasaitajaReddy

, house no: 5-5-636,JP homes,chintalkunta,
Near Vishnu Theatre , Rangareddy,
Hyderabad, Telangana - 500074

Dear **Dommata VenkatasaitajaReddy,** **Offer cum Appointment Letter**

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Senior Executive** in the Job Role **Enterprise Sales Trainee**. Your place of posting will be at **Hyderabad**.

You will join us on or before **6 Jan 2020**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 3,00,000 /- per annum (INR THREE LAKH only)** .

Details are mentioned in **Annexure - I**. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure III. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

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

You are required to submit the documents enlisted in **Annexure - II** on your date of joining as part of joining compliance.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 24 Dec 2019

Page 1 of 7



Bhavans Placements <placementcellbvc@gmail.com>

Bhavans Campus Drive- Status

1 message

Sat, Dec 21, 2019 at 1:23 PM

Ks Naresh <Ks.Naresh@nil.com>

To: "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>

Cc: Durga Kamalampeta <Durga.Kamalampeta@nil.com>, Varma Pvn <Varma.Pvn@nil.com>, Partha Mohapatra <Partha.Mohapatra@nil.com>, Vivek22 Sharma <Vivek22.Sharma@nil.com>

Dear Placement Incharge,

Please find the selected candidates list

SL	Candidate ID	Name	College	PGDM/ MBA		Graduation		Intermediate	SSC	Date on Test > 1st round Interview	Test Score
				Course	%	Stream	%	%	%		
1	13068987	Harekrishna Patha	Bhavans Vivekananda College	MBA	78	B Tech	61	68	82	17.12.2019	22
2	13068979	Domma Venkata Sai Teja Reddy	Bhavans Vivekananda College	MBA	81	B Tech	63	84	90	17.12.2019	25
3	13073282	Sarda Anuteja	Bhavans Vivekananda College	MBA	81	Bcom	80	65	75	20.12.2019	31
4	13073128	Sravan Kumar Reddy	Bhavans Vivekananda College	MBA	83	B Tech	70	79	90	20.12.2019	28
5	13073358	Gokina Praveen Kumar	Bhavans Vivekananda College	MBA	75	BBA	68	84	70	19.12.2019	28
6	13073135	Sadhashivam Dhananjay	Bhavans Vivekananda College	MBA	78	B Tech	61	73	75	19.12.2019	30



Regards, Ks. Naresh

Human Resource

Bhavans Placements

Sriharipuram

Mobile: 93474

Email: ks.naresh



How are you?

your feedback is

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any review, re-transmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.

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Three Galleria Tower
13155 Noel Road
Suite 100
Dallas, TX 75240-9090
Tel. 972.934.0022
Fax 972.960.0613

PRIVATE AND CONFIDENTIAL

www.ryan.com

12 June 2020

Sirala Baby Nikitha
H no: 9-2-/JR/403 Jayam Residency
Hasmathpet, Hyderabad 500009

Re: Employment with Ryan India Tax Services Private Limited

Dear Nikitha,

In accordance with our recent discussions, this letter (hereinafter referred to as the "Employment Letter Agreement" or "Agreement") will confirm that the following shall be the terms and conditions of your employment with Ryan India Tax Services Private Limited (hereinafter referred to as the "Company"). We are confident you will find Ryan a unique and rewarding place to work; Ryan India has been recently certified as a Great Place To Work by the Great Place To Work Institute.

1. POSITION

You are appointed as Finance Associate of the Company and are required to join by the start date of 06 July 2020 by countersigning this Agreement within seven (7) days from the date of this Agreement as set forth above. As such, you shall perform the duties set forth in Annexure I.

Varghese, Sinu <Sinu.Varghese@ryan.com>

Jun 19, 2020, 10:47
PM

to me, Sridhar

Greetings!!!

Please find below the interview status

SNO:	Candidate Name	College Name	Written Test Status	Remarks
1	Swetha Thakur	Bhavans Vivekananda	Select	Reject - Final HR interview
2	Sri Lakshmi Saroja	Bhavans Vivekananda	Select	Reject - First level business interview
3	Mounika Sai V	Bhavans Vivekananda	Select	Reject - First level business interview
4	Poojitha B	Bhavans Vivekananda	Select	Reject - First level business interview
5	Sowmya M	Bhavans Vivekananda	Select	Interview Pending
6	Nikitha Baby S	Bhavans Vivekananda	Select	Shortlisted for offer.
7	Venkata Ramana C	Bhavans Vivekananda	Select	Shortlisted for offer.

Regards,

Sinu Varghese Joy

Senior Recruiter, Talent Acquisition

Ryan

11th Office floor, ATRIA BUILDING,

The V, Plot # 17, Software Units Layout, Madhapur

Hyderabad, Telangana 500081 ,972.934.0022 Ext. 51-1518

880.131.1101 Mobile

**OFFER LETTER
Private & Confidential**

17th February 2020
Mr. Abhishek Koyada

H.No: 12-7-112/18/2 12a
Keshav Nagar Colony
Hyderabad - 500016

We are pleased to offer you an employment opportunity as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** ("Company"), Hyderabad.

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of Joining: 20th April 2020

Your total earnings (Cost to company) is **Rs.409,680.00** (For details refer to Annexure-B and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure - C.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing a signed copy (original) of the letter within 5 days of receipt.

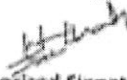
In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to withdraw or extend this offer.

Please note that your employment and the terms of employment referred herein will be effective only in the event of you successfully completing your **MBA** qualification by **June, 2020**. If you fail to complete your **MBA** qualification by **June, 2020**, the Company shall have the sole discretion to withdraw or extend this offer.

You are required to report to Human Resources team on date of joining at **10:00 AM** for fulfillment of your joining formalities.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,


Authorized Signatory
For S&P Capital IQ (India) Pvt. Ltd

Acknowledgement/ Acceptance

I am very pleased to accept the position as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Mr. Abhishek Koyada

OFFER LETTER
Private & Confidential

17th February 2020
Ms. Subhasini Arroju

H.No 3-14-36/8/220; St No 8
Vivek Nagar, Ramanthapur
Hyderabad - 500013

We are pleased to offer you an employment opportunity as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** ("Company"), Hyderabad.

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of Joining: 20th April 2020

Your total earnings (Cost to company) is **Rs.409,680.00** (For details refer to Annexure-II and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure – I.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing a signed copy (original) of the letter within 5 days of receipt.

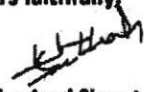
In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to withdraw or extend this offer.

Please note that your employment and the terms of employment referred herein will be effective only in the event of you successfully completing your **MBA** qualification by **June, 2020**. If you fail to complete your **MBA** qualification by **June, 2020**, the Company shall have the sole discretion to withdraw or extend this offer:

You are required to report to Human Resources team on date of joining at **10:00 AM** for fulfillment of your joining formalities.

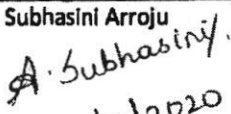
We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,


Authorized Signatory
For **S&P Capital IQ (India) Pvt. Ltd**

Acknowledgement/ Acceptance

I am very pleased to accept the position as **Data Researcher I** at **S&P Capital IQ (India) Pvt. Ltd.** Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Ms. Subhasini Arroju

18/2/2020

ANNEXURE – I

TERMS OF EMPLOYMENT

1. Employment period:

Your appointment is effective from **20th April 2020**. The employment shall continue until the retirement age of 60 (Sixty) years or until the termination of employment by either party, whichever is earlier.

2. Work location:

Your initial posting will be at Hyderabad. Your duties may be varied from time to time and your services are liable to be transferred either temporarily or permanently, to any one of our subsidiary/associated companies in India or abroad, at the entire discretion of the Company. In the event of a transfer, you will be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing.

3. Working Hours:

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during shift assigned to you by your manager which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. The normal working hours will be 45 hours per week but this may be varied from time to time, depending upon the exigencies of work.

4. Notice period:

Either party may terminate this agreement, without assigning any reasons, by giving one month notice in writing or payment of base salary in lieu of such notice period or any shortfall in such notice period at the discretion of your Manager / Company.

5. Medical Fitness:

The employer may, at its sole discretion and costs, require you to undergo medical examination by a doctor of its choice, at the time of commencement of employment. In such case, the employment shall be subject to your being found medically fit by the examining doctor. Further, even though you may be declared medically fit by the doctor appointed by us at the commencement of employment, you shall, at any time in future be expected to undergo medical examination as may be required by us to ascertain the state of your health and medical fitness to carry out your responsibilities. If you are declared medically unfit on such medical examination, the Company shall be entitled to terminate your employment with effect from the date the Doctor appointed by us declares you medically unfit. In the event you refuse to subject yourself to such medical examination as required by us or fail thrice consecutively to physically present yourself before the Doctor for medical examination, the same shall be considered as misconduct and appropriate disciplinary action shall be taken by the Company against you (including termination).

6. Confidentiality of compensation:

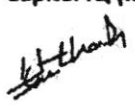
Compensation details (yours as well as of other employees of the company) is confidential information, you shall not disclose/discuss your compensation details with any other employee. If it comes to the notice of the management, it may result in Disciplinary Action, up to and including Termination.

7. Behavior:

The Company believes that there should be no discrimination against any employee. Verbal, physical or sexual harassment shall not be tolerated. You shall be obligated to follow and comply with the terms of the Company's policies on employee behavior and conduct (as amended from time to time) at all point in time during your employment with the Company.

A. Subhasini.
18/02/2020

**ANNEXURE- II
Compensation Details**

Name	Subhasini Arroju		
Designation	Data Researcher I		
Segment	S&P Global Market Intelligence		
	Monthly (Rs.)	Annual (Rs.)	
<u>A. Earnings</u>			
(i) Basic Salary	13,230.00	158,760.00	
45% of Base Salary			
(ii) Basket of Allowances	16,170.00	194,040.00	
(HRA, Leave Travel Allowance, Child Education Allowance, Academic Development, Meal Coupon, Gift Coupon, Telephone Reimbursement, Internet Reimbursement, Fuel & Maintenance, Driver Salary)			
BASE SALARY	29,400.00	352,800.00	
<u>B. Retirement Benefits</u>			
(i) Employer's Contribution to Provident Fund	1,800.00	21,600.00	
12% of Basic Salary (plus other allowances, where applicable as per applicable law)			
<u>C. Additional Earnings</u>			
(i) Variable Pay Target		35,280.00	
10.0% Semi-Annual			
TOTAL EARNINGS (A+B+C)	31,200.00	409,680.00	
For S&P Capital IQ (India) Pvt. Ltd			
 Authorized Signatory			

A. Subhasini/
18/02/2020

employment and subsequent to termination of employment, and shall not during the period of employment or thereafter disclose or divulge to any person, firm or corporation, or use directly or indirectly, for Employee's own benefit or the benefit of others, any information which in good faith and good conscience ought to be treated as confidential information including, without limitation, information relating to the software developed by Employer, information as to sources of, and arrangements for, hardware supplied to customers or clients of Employer, submission and proposal procedures of Employer, customer or contact lists or any other Confidential Information. In addition, Employee shall not, for a period of one year from the date of termination, hire, interfere with, solicit, or endeavor to entice away from S&P Global any person who was, to your knowledge, at the date of the termination of your employment, an employee of S&P Global and with whom, during the 24 months preceding the date of such termination, you had contact as a result of your employment with S&P Global.

15. The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. You shall not be entitled to benefits other than what has been expressly stated in this letter.

16. Background verification

Background verification (Address, Criminal, and Education, Employment, Reference checks or any other check as required by the organization from time to time) are conducted for all employees. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

17. Disclaimer:

Your appointment shall be deemed to have been made on the basis of the representations made or facts disclosed by in the application for recruitment or the forms filled at the time of appointment. In case any fact or representation, at any time, is found to be wrong or is concealed, the appointment shall stand invalidated and shall be deemed to have been cancelled automatically without notice or compensation in lieu thereof.

The Company's practices, policies, benefits, and procedures are under review on an ongoing basis and may be modified, altered, or eliminated at any time with or without notice to employees, at the Company's sole discretion.

18. Governing law and Jurisdiction

This document shall be governed by the laws of India and any disputes arising out of or related to this document shall be subject to the courts at Hyderabad.

A. Subhasini/
18/02/2020



Bhavans Placements <placementcellbvc@gmail.com>

Scholar@SAP - Final Selects - 2020

1 message

B. Madhushree (external - Temp Staff) <madhushree.b@sap.com>

Thu, Oct 3, 2019 at 8:49 AM

To: PLACEMENTS CMRGROUP <placements@cmr.org>, Stanley Engg college TPO <tpo@staley.edu.in>, Placement Cvr <placement.cvr@gmail.com>, Bhavans Placements <placementcellbvc@gmail.com>

Dear Placement Officer,

Thank you for your continued interest in sending candidates for the Scholar@SAP hiring program. Please find below the names of final shortlist for whom we have extended offer with a LOI letter, formal offer letter will be rolled out in the coming months.

Sanjana Rao	sanjanarao2223@gmail.com	8121887544	Female	Sridevi Women's Engineering College	B.Tech	CSE
Akula Sai Venkata Amar Vara Prasad	svap007@gmail.com	9701092587	Male	CMR College of Engineering and Technology	B.Tech	CSE
SHIVAMALLU VILAS GOUD	shivamallu.vilas.bunny@gmail.com	7032038453	Male	CMR college of engineering and technology	B.Tech	CSE
NAMA KAPIL KALYAN	kapilnama017@gmail.com	9963148174	Male	CMR College of Engineering & Technology	B.Tech	Computer Science & Engineering
Gurrala Rasagnya	rasagnyagurrala@gmail.com	9866987879	Female	Kakatiya Institute of Technology and Science	B.Tech	Computer Science
TAHNIYAT FATIMA	fatimatahniyat663@gmail.com	9000680259	Female	Stanley College Of Engineering & Technology For Women	B.E	CSE
Iriniki Bala Sai Sreemannarayana	sreemanna2389@gmail.com	9492489603	Male	CMR college of engineering and technology	B.Tech	
Gandesin Pravalika	pravalika.pala123@gmail.com	9052489689	Female	CMR College of Engineering and Technology	B.Tech	
Donthi Shivani	shivani.donthy@gmail.com	7730081184	Female	CMR college of engineering and technology	B.Tech	
C DIVYADARSHINI	divyadarshini123@gmail.com	9182811880	Female	Bhavan's Vivekananda Degree College, Sainikpuri	B.Sc	BSc(Maths,Physics,Computer Science)
S Allen	allenraj10@gmail.com	9182568188	Male	Bhavans Vivekanada College, Sainikpuri	B.Sc	MECs(Maths,Electronics,Computer Science)
malam renu sr	malamrenusri7@gmail.com	9100881879	Female	BBCIT	B.Sc	mscs

Let me know should you have any queries

Thanks!

Regards,

Madhushree

Early Talent Team

SAP Labs India, #138, EPIP Zone, Whitefield, Bangalore 560066

Mobile: 6366369114 | iPhone: +91-8043251341

Email: madhushree.b@sap.com

Website: www.sap.com





SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
 CIN: U72200KA1995PTC018484
 138, Export Promotion
 Industrial Park, WhiteField,
 Bangalore – 560 066. India
 T: +91-80-4139 5139
 F: +91-80-4139 6969
www.sap.com

13 January 2020

Private & Confidential

Allen S
 H-no 23-537 , Rajiv Nagar Colony
 Near Ebenezer Church , Trimulgherry, Secunderabad
 Telangana 500015 India
 91-9182568188

EMPLOYMENT CONTRACT

Dear Allen,

We are pleased to offer you employment with **SAP Labs India Pvt. Ltd (SAP)** on the following terms and conditions:

1. Appointment

1.1 You shall be appointed to the position of Scholar as a Fixed Term Employee with effect from 03 August 2020 up to 31 July 2024

Please note that at the close of this fixed term specified above shall automatically come to an end and no separate notice for termination need to be given by either side however should it be found at any time during your employment in this organization your conduct or performance is not up to the mark your services are liable to be terminated at any time during your employment with us.

1.2 You shall be based in Bangalore but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.

1.3 Your employment with the Company is subject to your providing educational qualifications and work testimonials if any and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

2. Total Rewards

2.1 Your annual stipend on joining SAP Labs India Pvt. Ltd is **INR.198,000.00**

2.2 Below is the breakup of the other benefits available to you.

(A)	Cash Components	INR per annum
	Annual Stipend	198,000.00
	Benefits*	INR per annum
	Free Meals provided on campus	13,200.00
	Free Transport for office commute	42,000.00
	Life Events (Birthday Gift)	2,000.00
	OwnSAP#	27,120.00
	Wellness Cover for Employee	5,000.00
	Higher Education Fees (BITS Pilani) ##	110,000.00
	Cost of Benefits (Approximate)	199,320.00
	Cost to Company (A + B)	397,320.00



SAP LABS. Bangalore.

SAP Labs India Pvt. Ltd.
CIN: U72200KA1995PTC018484
138, Export Promotion
Industrial Park, WhiteField,
Bangalore – 560 066, India
T: +91-80-4139 5139
F: +91-80-4139 6969
www.sap.com

SAP

**The employee benefits listed above are available only during active employment with SAP. These cannot be encashed or modified. SAP reserves the right to withdraw or alter the benefits at any time without prior notice to the employee. The values attributed to the benefits are arrived on an estimated value and are subject to change at sole discretion of SAP Management.*

**OwnSAP is a share purchase plan wherein company contribution is subject to employee participation in the program and the company contribution amount varies based on Fixed Pay and employee contribution percentage.*

***Higher Education fees fully paid by SAP. The initial one-time admission fee of INR 18,000 is also paid by SAP.*

In addition to the above compensation components and best-in-class benefits, SAP offers **FlexBen** program, which allows you to choose your benefits as per your needs.

You will also be eligible for other company provided benefits like medical, accident and life insurance, paid leaves, parental benefits, etc. as per the prevailing company policy.

Please refer to the enclosed "Annexure" for details of compensation, benefits and terms of this offer. We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

For SAP Labs India Pvt. Ltd.

Shraddhanjali Rao
Head of Human Resource, India
SAP, India

Sabish Kovath Bhaskar
HR Service Senior Consultant
HR Service Centre, SAP, India

I accept the terms & conditions of service outlined above

.....
Allen S

.....
Date



October 30, 2020

PRIVATE AND CONFIDENTIAL

Shivani Verma

Dear Shivani Verma,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Hyderabad, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Investment Performance Analysis, Associate 1, reporting to Archana Shetty, Manager. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

OFFICE LOCATION

Your normal place of work will be based in Hyderabad. However you may be required to work at any other premises which the Company currently has or may later acquire in India. You may also be required to travel within India and abroad for the performance of your duties.

DATE OF COMMENCEMENT

Unless otherwise agreed, your commencement date under this Contract will be November 09, 2020, subject to verification of your credentials for employment by the Company. Please ensure that you read and understand all terms and conditions. While you are required to execute and return all documents prior to commencing in your role, in the event that you commence work before doing so, your commencement will be deemed acceptance of all terms and conditions.



November 04, 2020

PRIVATE AND CONFIDENTIAL

Tamminana Pavithra

Dear Tamminana Pavithra,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Hyderabad, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Treasury, Associate 1, reporting to Archana Shetty, Manager. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

OFFICE LOCATION

Your normal place of work will be based in Hyderabad. However you may be required to work at any other premises which the Company currently has or may later acquire in India. You may also be required to travel within India and abroad for the performance of your duties.

DATE OF COMMENCEMENT

Unless otherwise agreed, your commencement date under this Contract will be November 17, 2020, subject to verification of your credentials for employment by the Company. Please ensure that you read and understand all terms and conditions. While you are required to execute and return all documents prior to commencing in your role, in the event that you commence work before doing so, your commencement will be deemed acceptance of all terms and conditions.



November 11, 2020

PRIVATE AND CONFIDENTIAL

Sathiraju Sai Sugandhi

Dear Sathiraju Sai Sugandhi,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Hyderabad, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Financial Reporting, Associate 1, reporting to Prasphutita Mishra , Manager. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

OFFICE LOCATION

Your normal place of work will be based in Hyderabad. However you may be required to work at any other premises which the Company currently has or may later acquire in India. You may also be required to travel within India and abroad for the performance of your duties.

DATE OF COMMENCEMENT

Unless otherwise agreed, your commencement date under this Contract will be November 17, 2020, subject to verification of your credentials for employment by the Company. Please ensure that you read and understand all terms and conditions. While you are required to execute and return all documents prior to commencing in your role, in the event that you commence work before doing so, your commencement will be deemed acceptance of all terms and conditions.



October 29, 2020

PRIVATE AND CONFIDENTIAL

Gunda Vaishnavi

Dear Gunda Vaishnavi,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Hyderabad, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Investment Performance Analysis, Associate 1, reporting to Archana Shetty (608327), Manager. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

OFFICE LOCATION

Your normal place of work will be based in Hyderabad. However you may be required to work at any other premises which the Company currently has or may later acquire in India. You may also be required to travel within India and abroad for the performance of your duties.

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November 06, 2020

PRIVATE AND CONFIDENTIAL

Sannapureddy Nithish Joseph Reddy

Dear Sannapureddy Nithish Joseph Reddy,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Hyderabad, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Investment Performance Analysis , Associate 1, reporting to Archana Shetty , Manager. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

OFFICE LOCATION

Your normal place of work will be based in Hyderabad. However you may be required to work at any other premises which the Company currently has or may later acquire in India. You may also be required to travel within India and abroad for the performance of your duties.

DATE OF COMMENCEMENT

Unless otherwise agreed, your commencement date under this Contract will be November 30, 2020, subject to verification of your credentials for employment by the Company. Please ensure that you read and understand all terms and conditions. While you are required to execute and return all documents prior to commencing in your role, in the event that you commence work before doing so, your commencement will be deemed acceptance of all terms and conditions.



November 06, 2020

PRIVATE AND CONFIDENTIAL

Priya Kumari

Dear Priya Kumari,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Hyderabad, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Investment Performance Analysis , Associate 1, reporting to Archana Shetty, Manager. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

OFFICE LOCATION

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Priya



October 28, 2020

PRIVATE AND CONFIDENTIAL

Ramya Karampudi

Dear Ramya Karampudi,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Hyderabad, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Fund Accounting & Administration, Associate 1, reporting to Vijay Saunan, Assistant Vice President. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

OFFICE LOCATION

Your normal place of work will be based in Hyderabad. However you may be required to work at any other premises which the Company currently has or may later acquire in India. You may also be required to travel within India and abroad for the performance of your duties.

DATE OF COMMENCEMENT

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October 27, 2020

PRIVATE AND CONFIDENTIAL

C V Lakshmi Bhaskara Krishnan

Dear C V Lakshmi Bhaskara Krishnan,

We are pleased to offer you (hereinafter also referred to as, the "Employee") a position in StateStreet Corporate Services Mumbai Private Limited (the "Company"), a company incorporated under the Companies Act, 1956, as amended and having its registered office at Hyderabad, under the following terms and conditions.

POSITION AND REPORTING LINE

You will be employed in the position of Fund Accounting and Administration, Associate 1, reporting to Vijay Saunan, Assistant Vice President. The Company may also, from time to time, change your duties as required by the Company's operational requirements.

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Bhavans Placements <placementcellbvc@gmail.com>

RE: Confirmation Mail - Selected Candidates

1 message

Akella, Narayana murthy <NAkella@statestreet.com>

Mon, Jan 27, 2020 at 5:10 PM

To: "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>

Cc: "Deb, Agniva" <ADeb3@statestreet.com>, "Dasari, Anila" <ADasari@statestreet.com>

Information Classification: ●● General

FYI...

From: Dasari, Anila

Sent: Tuesday, January 07, 2020 1:09 PM

To: seemaghosh7@gmail.com

Cc: Deb, Agniva; Akella, Narayana murthy

Subject: Confirmation Mail - Selected Candidates

Information Classification: ●● General

Hi Seema,

Thanks for organizing well during our visit to the campus. This is the official confirmation from State Street.. PFB final list of the candidates selected from Bhavan's and would like to offer them an opportunity with us.

S.No	Full Name	Department
1	Chidvila Punna	B.Com (Comp)
2	S Nikhil Kumar	B.Com (Hons)
3	Shivani Verma	B.Com (Hons)
4	T Pavithra	B.Com (Hons)
5	Sathiraju Saisugandhi	BBA
6	Gunda Vaishnavi	B.Com (Hons)
7	S Nithish Joseph Reddy	B.Com (Hons)
8	Amisha Singh	M.Com
9	Priya Kumari	B.Com (Comp)
10	Vishwesh Kalyam	B.Com (Hons)
11	Krishna Bharath	B.Com (Hons)
12	Aparna Nethi	B.Com (Hons)
13	Himani Oleti J	B.Com (Hons)
14	Sanchit Sikka	B.Com (Hons)
15	Vajjala Praveen Kumar	B.Com (Comp)
16	Divya Singh	B.Com (Hons)
17	Sravya Gajam	BBA
18	Chethan Chowdary	B.Com (Hons)
19	Varshitha Ruttala	BBA
20	Aastha Nankani	B.Com (Hons)

21	D Sri Sumalikaw	BBA
22	Ramya Karampodi	B.Com (Hons)
23	CVL Bhaskara Krishnan	B.Com (Hons)
24	K Satya Pranav	B.Com (Hons)

Thanks & Regards,
Anila Dasari.



Bhavans Placements <placementcellbvc@gmail.com>

Bhavan's Vivekananda College - Congratulations to the Selected Candidates

1 message

Silviya Thankachan <Silviya.Thankachan@sutherlandglobal.com>
To: "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>

Thu, Feb 20, 2020 at 5:38 PM

Dear Ms.Seema,

Greetings from Sutherland!!!

It was indeed a pleasure being in your institution for Campus Hiring . I'm hereby mentioning the details of those vibrant minds who have cleared our "Voice" rounds of interviews & have been shortlisted as a "Associate" . Our Hearty Congratulations to the below Candidates,

Department	Stream	First Name	Last Name	Gender	Email	Primary Number
B.Com	Regulars	Enla	Sneha	Female	Snehae5876@gmail.com	8247724764
B.Com	Computers	S.Sai Rohini	Rohini	Female	rohinirohi610@gmail.com	9502587493
B.Com	Hons	Himanshu	Vishwakarma	Male	8019516585hv@gmail.com	8919031952
B.Com	Computers	Ramya	Rudravaram	Female	rudravaram.ramya@gmail.com	9652277599
B.Sc	MECs	PULLABHATLA	PRIYANKA	Female	priyankapullabhatla8@gmail.com	7893883688
B.Sc	MSCs	Gundala	Rachitha	Female	rachithag3199@gmail.com	7993059901
B.Com	Regulars	Gowthami	Chitneni	Female	1312gowthami@gmail.com	7416365013
B.Com	Regulars	G. Sai	Tilak	Male	gangulasaitilak8@gmail.com	6305443549
B.Com	Regulars	V. Lakshmi phani	Ratnam	Female	vuppuluri.chinnu@gmail.com	7893662750
B.Com	Computers	jyotika	rai	Female	jrai2086@gmail.com	9696996841
B.Com	Regulars	Ganti	Suresh	Male	gantivuresh@gmail.com	8374565313
B.Com	Regulars	Rishita	Sahu	Female	rishita2429@gmail.com	9985357400
B.Com	Regulars	Shiva jyothi	Kasula	Female	Kshivajyothi10@gmail.com	7702044241
B.Sc	MSCs	Darsa M	Mohan	Female	darsamohan@gmail.com	9398912331
B.Com	Regulars	Joe	Melvin	Male	melvinronaldo35@gmail.com	7989700428

The Provisional offer letters will be send to you along with the NV shortlist's offer letters.

Thanks& Regards,



Silviya Thankachan
Talent Acquisition
SUTHERLAND

M: +91 8137010196 E: silviya.thankachan@sutherlandglobal.com

This email message is for the sole use of the intended recipient(s) and may contain information that is confidential, privileged, proprietary and protected from disclosure by applicable law. Any unauthorized review, use, duplication, disclosure or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and immediately destroy all copies of this message, including electronic and hard copies. Thank you for your cooperation.



Bhavans Placements <placementcellbvc@gmail.com>

Sutherland Campus Invite - Bhavan's Vivekananda College!

1 message

ChandraShekhar G3 <ChandraShekhar.G@sutherlandglobal.com>

Sat, Feb 1, 2020 at 2:06 PM

To: "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>, "seemaghosh7@gmail.com" <seemaghosh7@gmail.com>

Cc: Sutherland Campus Team India <SutherlandCampusTeam.India@sutherlandglobal.com>, Silviya Thankachan <Silviya.Thankachan@sutherlandglobal.com>

Dear Mrs. Seema/Mr. Mahinder,

Warm Greetings from Sutherland!

As a process transformation company, Sutherland rethinks and rebuilds processes for the digital age by combining the speed and insight of design thinking with the scale and accuracy of data analytics. We have been helping customers, across industries from financial services to health care, achieve greater agility through transformed and automated customer experiences for over 30 years.

Headquartered in Rochester, N.Y., Sutherland employs thousands of professionals spanning 19 countries around the world. To learn more, please visit us at www.sutherlandglobal.com,

and follow us on FB www.facebook.com/SutherlandGlobalServicesIndia/

At Sutherland we recognize that one of our greatest strengths is our talented and diverse pool of professionals who are engaged with us. To augment our ever growing business requirements, we at Sutherland have always come up with a variety of Career Opportunities to the discerning candidates.

As per our telephonic conversation we would like to conduct a campus drive on the **12th Feb'20** at your esteemed institution.

Pre-requisite

Graduates/ Three year Diploma Holder
Basic computer knowledge in Hardware, Operating Systems and Networking
Aptitude for troubleshooting Desktops/ Laptops
Excellent spoken and written English communication skills
Open to work in Rotational shifts

Work Location	Chennai/ Hyderabad/ Cochin/ Pune/ Mumbai (Malad, Airoli)
Salary	Up to 2.50 L (Fresher's)

Interview process

Presentation	A presentation on Sutherland - 40 to 45 mins

Non-voice Screening	Essay writing
Initial Screening	JD/ one on one conversation in batches of 20 - 25 students - approx 45 mins per batch
Communication Assessment	Telephonic interview for those who cleared initial screening - 10 to 15 mins per candidate
HR Interview	Candidates clearing communication round - 7 to 10 mins per candidate

Following arrangements are required to ensure a smooth hiring process

1. **An auditorium with LCD Player** (For the Presentation)
2. **Audio & Video system** (to play videos)
3. **Printouts of non-voice assessment sheet for all participating candidates** (attached word file)
4. **Classrooms** (For initial screening)
5. **Database of eligible candidates**(Use preferably the format shown in the attached excel file)

Regards,



Chandra Shekhar G


Director & Head, Graduate Campus Hiring


SUTHERLAND

M: +919566032427 E: chandrashekhar.g@sutherlandglobal.com

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2 attachments

 **Campus Non-Voice Sheet.docx**
13K

 **Final Year Data Base.xlsx**
15K



Bhavans Placements <placementcellbvc@gmail.com>

Fw: QR Form-BPS Academy(2020)

2 messages

Manisha Tandon <MT00592939@techmahindra.com>
To: "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>

Mon, Jan 27, 2020 at 12:15 PM

Hi seema,

PFA details.

Manisha

From: Manisha Tandon
Sent: Monday, January 27, 2020 10:53:19 AM
To: placementcell@bhavansvc.org
Subject: QR Form-BPS Academy(2020)

Hi Seema,

Enclosed is the QR code that needs to be scanned by the students to fill the form before they attend the interview.

They can also go to the website mentioned there.

Thank you.

Regards,



Manisha Tandon

Bussiness Recruiter

Employee Excellence Center | BPS Academy

SEZ Infocity | Hyderabad | India

Mob: 8885657391

Manisha.tandon@techmahindra.com

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===== Disclaimer: This message and the information contained herein is
 proprietary and confidential and subject to the Tech Mahindra policy statement, you may review the policy at
<http://www.techmahindra.com/Disclaimer.html> externally <http://tim.techmahindra.com/tim/disclaimer.html> internally within
 TechMahindra. =====

=====

 **Campus Flyer.pdf**
 207K

Bhavans Placements <placementcellbvc@gmail.com>
 To: Manisha Tandon <MT00592939@techmahindra.com>

Mon, Feb 17, 2020 at 3:48 PM

*Dear Manisha ,
 Greetings for the Day*

Kindly share with us the list of selected students.

*Thanks and Regards,
 Dr. Seema Ghosh
 Associate Professor and Placement Coordinator
 Bhavans Vivekananda College
 9849307930.*

[Quoted text hidden]



Bhavans Placements <placementcellbvc@gmail.com>

BPS Academy-Campus Hiring

1 message

Manisha Tandon <MT00592939@techmahindra.com>
 To: "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>
 Cc: Nishanth Dasari <Nishanth_Dasari@techmahindra.com>

Tue, Feb 18, 2020 at 4:38 PM

Hi Seema,

PFB the list of the students, who have been shortlisted on 28th Jan,2020. The overall reception and experience, including the hospitality and co-ordination has been fantastic and we would like to take this opportunity to thank your organization.

S.No	Name	Ph No	Final Status
1	Pedrlapally Hemanth	9182117007	Hold
2	Ranjitha Parida	9640454737	Hold
3	Swarna Rajeswari	9652913591	Hold
4	Naga Divya Pavani	8341973118	Hold
5	Tata Naga Swetha	7396215123	Hold
6	Matteddula Srivani	9701857647	Hold
7	P Aishwarya Sarath	9000111435	Hold
8	Gundala Rachitha	7993059901	Hold
9	Gangapuram Suchitra	9951787544	Hold
10	Himanshu Vishwakarma	8919031952	Hold
11	Jayashree Gariganti	9666628282	Hold
12	Bantu Siddharth	8897330636	Select
13	Tooprani Srilekha	6309784247	Select
14	Anjali Kumari	7702103516	Select

15	Gopi Aditya	9398675026	Select
16	Upputuru Sai Teja	8142435656	Select
17	Meesa Tejaswini	9059541063	Select
18	Hanisha Kura	7416739559	Select

Please be informed that the "Hold" status would remain as it is, and would be revised to "Select/ Reject", after a telephonic interview, which we would schedule at a later date.

Please reach out to me, for any clarifications on the same.



Manisha Tandon

Business Recruiter

Employee Excellence Center | BPS Academy

SEZ Infocity | Hyderabad | India

Mob: 8885657391

Manisha.tandon@techmahindra.com

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Manisha Tandon

Business Recruiter

Employee Excellence Center | BPS Academy

SEZ Infocity | Hyderabad | India

Mob: 8885657391

PRIVATE AND CONFIDENTIAL

May 28, 2020

Kaparthi Malavika
Hyderabad

Dear Malavika,

Thank you for your interest in associating with our organisation. We are pleased to confirm your selection for the **Associate Content Specialist** role.

Congratulations!

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters entity whose name appears on this letterhead Thomson Reuters International Services Private Limited.

1. Commencement Date

- a. Your employment with the Company commences on **June 1, 2020**.

2. Initial Position, Work Description, Title Use and Work Base

- a. Your work base at commencement of your employment will be **Hyderabad**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.
- b. The Company reserves the right to re-designate or revise your Position or work description at any time by a written notice to you.
- c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control with a party, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. An entity will be deemed to control another entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise
- d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

3. Remuneration

- a. At the commencement of your employment, your remuneration will be as set out in the attached Annexure I.
- b. Monthly or periodic components of your remuneration will be paid to you in accordance with the normal payment schedule for the time being applicable to the establishment of the Company. Such payment shall be subject to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Your remuneration includes any amounts or components that law or regulation requires the Company to pay you as an employee (Statutory Payments). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.
- c. The Company may at its sole discretion from time to time review your remuneration, normally once annually. Where the Company agrees to revise your remuneration, you will be notified of it in writing. Until the Company notifies you of a revision in your remuneration, the latest written communication to you giving details of your Salary shall apply. You agree that all such revisions shall be binding on you.



4. Probation

- a. Your appointment will be on probation for a period of six months (Probation Period). You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.
- b. The Company may terminate your employment by a prior written notice of at least 1 month (or payment of proportionate remuneration for any shortfall in the notice period) at any time during or at the end of the Probation Period without assigning any reason for such termination.
- c. You may terminate your employment by giving the Company a prior written notice of at least 1 month at any time during the or at the end of the probation period.

5. Statutory Benefits

- a. Subject to clause above, you will be eligible to statutory benefits such as provident fund and gratuity, as detailed in the Memorandum "Terms and Conditions of Employment", and under the relevant policy in force as revised and amended from time to time

6. Leave

- a. You will be entitled to leave, in accordance with the policies of the Company for the time being in force. At the commencement of your employment, your leave entitlement will be as set out in the Memorandum "Terms and Conditions of Employment".

7. Information Provided By You, Reference Checks, Background Checks

- a. The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, information specifically provided under clause 7(b), etc.) or at anytime thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.
- b. You have confirmed to the Company that you neither have any freelance, advisory, partner or any similar engagement contract with any third party nor have a business set-up that may give rise to a conflict with your employment or amounts to being in competition with Company's business, except your financial investment in a partnership firm (as a dormant partner) involved in real estate activities without your involvement in running the partnership firm. You shall promptly inform the Company if any such work or business is conflicting with your employment or competes with the Company's business. If, in the reasonable opinion of the Company, such work or business you undertake gives rise to a conflict or is in competition to the Company's business, the Company may terminate your employment without further notice.
- c. The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks including by way of engaging third party agencies to conduct such checks; and (ii) you consent to your personal details to be used for conducting such background checks (including providing them to the third party agencies solely for this purpose).
- d. The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.
- e. You shall submit to the Thomson Reuters Human Resource team a pre-approved document list as detailed in Annexure II to this letter of appointment and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment

8. Code of Conduct

- a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

**PRIVATE AND CONFIDENTIAL**

January 6, 2020

**Kattubadi Baba
Hyderabad**

Dear Kattubadi,

Thank you for your interest in associating with our organisation. We are pleased to confirm your selection for the **Associate Content Specialist** role.

Congratulations!

We are delighted to set out below the terms and conditions of your employment with the Thomson Reuters entity whose name appears on this letterhead Thomson Reuters International Services Private Limited.

1. Commencement Date

- a. Your employment with the Company commences on **June 1, 2020**.

2. Initial Position, Work Description, Title Use and Work Base

- a. Your work base at commencement of your employment will be **Hyderabad**. Your reporting line, objectives, hours of work and other relevant details relating to the Position will be notified to you in due course. You will accept and abide by all lawful and reasonable instructions issued by any of your managers/ superiors. This may from time to time be revised by a written notice to you.
- b. The Company reserves the right to re-designate or revise your Position or work description at any time by a written notice to you.
- c. The Company may at any time transfer, second, depute or assign your services to any establishment or operation of the Company or any other Group Company or any successor company whether in India or abroad. Group Company means an entity that, from time to time, directly or indirectly controls, is controlled by, or is under common control with a party, or that is a successor (including, without limitation, by change of name, dissolution, merger, consolidation, reorganization, sale or other disposition) to any such entity or its business and assets. An entity will be deemed to control another entity if it has the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise
- d. Where agreed by your reporting manager in writing and if permissible under applicable laws and regulations, the Company may permit you to use different titles or designations solely for external representation purposes for benefit of the company or the role. If that is the case, you agree that any such title shall not in any way deemed to operate as a modification of this letter, a change in your Position or otherwise entitle you to any additional benefits in relation to your employment.

3. Remuneration

- a. At the commencement of your employment, your remuneration will be as set out in the attached Annexure I.
- b. Monthly or periodic components of your remuneration will be paid to you in accordance with the normal payment schedule for the time being applicable to the establishment of the Company. Such payment shall be subject to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Your remuneration includes any amounts or components that law or regulation requires the Company to pay you as an employee (Statutory Payments). If the law revises the rates of any Statutory Payments or imposes an additional tax burden on the Company on the payment of any component of your Salary, the Company may revise the individual components of your remuneration such that the total amount of cost incurred by the Company on account of your remuneration continues to remain the same after revising the individual components.
- c. The Company may at its sole discretion from time to time review your remuneration, normally once annually. Where the Company agrees to revise your remuneration, you will be notified of it in writing. Until the Company notifies you of a revision in your remuneration, the latest written communication to you giving details of your Salary shall apply. You agree that all such revisions shall be binding on you.



4. Probation

- a. Your appointment will be on probation for a period of six months (Probation Period). You will be advised in writing upon satisfactory completion of the Probation Period. If you receive no such communication, the Probation Period will be deemed to have been extended until the Company advises you in writing of confirmation in your appointment or notifying you otherwise.
- b. The Company may terminate your employment by a prior written notice of at least 1 month (or payment of proportionate remuneration for any shortfall in the notice period) at any time during or at the end of the Probation Period without assigning any reason for such termination.
- c. You may terminate your employment by giving the Company a prior written notice of at least 1 month at any time during the or at the end of the probation period.

5. Statutory Benefits

- a. Subject to clause above, you will be eligible to statutory benefits such as provident fund and gratuity, as detailed in the Memorandum "Terms and Conditions of Employment", and under the relevant policy in force as revised and amended from time to time

6. Leave

- a. You will be entitled to leave, in accordance with the policies of the Company for the time being in force. At the commencement of your employment, your leave entitlement will be as set out in the Memorandum "Terms and Conditions of Employment".

7. Information Provided By You, Reference Checks, Background Checks

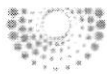
- a. The information and documents submitted by you before the commencement of your employment (or subsequently) (including your resume, application forms, etc.) or at anytime thereafter form the basis of, as relevant, offering employment to you and continuation of your employment.
- b. The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) as it considers necessary. By accepting employment: (i) you agree to the conduct of such checks including by way of engaging third party agencies to conduct such checks; and (ii) you consent to your personal details to be used for conducting such background checks (including providing them to the third party agencies solely for this purpose).
- c. The commencement or continuation of your employment with the Company is contingent upon a background check and check of references satisfactory to the Company. Further, the Company shall have the right, and you hereby consent to such monitoring of your performance and your activities during the period of employment with the Company as the Company deems fit.
- d. You shall submit to the Thomson Reuters Human Resource team a pre-approved document list as detailed in Annexure II to this letter of appointment and bring the appropriate documents with you on your first day of work. Failure to present this identification may result in, as relevant, a delay in the commencement date of your employment or termination of your employment

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The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times. If you have computer access, you will likely be able to submit your acknowledgement electronically. Information will be provided to you as to how to submit your electronic acknowledgement. If you do not have computer access, you should sign a copy of the acknowledgement form at the end of the Code and return it to your local Human Resources department.



- b. The Company reserves the right to terminate your employment at any time if it does not receive your acknowledged, signed copy of any of the Codes. You acknowledge that non-compliance with any of the Codes may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment.

9. Changes to the Terms and Conditions of Employment Applying To You

- a. You acknowledge that over a period of time, due to changes in the market conditions, business environment it will be necessary for the Company to make changes or modifications to (or replacement of) the terms and conditions of employment. The Company reserves the right to make changes or modifications to (or replacement of) any of the terms and conditions of your employment as the Company acting reasonably considers necessary in the context of changes in the business environment, market practices or other circumstances. Minor changes of detail (e.g. in procedures) may be made from time to time and will be effected by a general notice to employees
- b. You will normally be given not less than 15 (fifteen) days written notice before any significant changes are made to the terms and conditions of your employment and you hereby grant your express acceptance and readiness to comply Company rules, regulations and policies in existence together with any changes or modifications thereof from time to time.

10. Confidentiality

- a. You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called Confidential Information.
- b. You will keep confidential the Confidential Information and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.
- c. Confidentiality obligations set out in this clause 10 do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

11. Intellectual Property Rights

- a. Your employment with the Company shall at all times be subject to your signing (and acting in a manner consistent with) an undertaking in favour of the Company vesting in the Company all intellectual property rights in the works created by you in accordance with the form attached to this letter as Annexure IV.

12. Termination

- a. Without limiting clause 4, the Company may at any time terminate your employment:
 - i. Without cause by giving you prior written notice of at least **60 days (Notice Period)** or paying you amount equivalent to the proportionate Payslip Total for any shortfall in the Notice Period. Payslip Total means the total gross monthly salary as shown on your latest salary slip provided by the Company to you (including taxable reimbursements) but excluding amounts payable upon retirement, your committed or discretionary bonus and any reimbursements:
 - ii. With immediate effect without any compensation by a written notice to you if:
 - A. You are (or the Company acting reasonably is of the view that you are) in material breach of the terms and conditions of your employment and the Code of Business Conduct and Ethics.
 - B. The Company, acting reasonably, is of the opinion that you have engaged in fraud, misconduct, material violations of any Policies (defined below) or have been grossly negligent or reckless in your conduct);

The Company at any time discovers that any information or document submitted by you is fraudulent, materially false or incorrect; or the Company following the conduct of background or reference checks referred to in Clause 9 or otherwise receives information or becomes aware of information concerning you which the Company, acting reasonably, considers to be materially detrimental to its interests should your employment continue.
 - iii. With immediate effect if for any reason you are considered no longer medically fit to perform your duties as an employee by a medical practitioner of the Company's choice or your absence from work due to medical reasons exceeds 2 months in any calendar year;



- iv. By a written notice at any time during or at the end of the Probation Period without assigning any reason for such termination;
 - v. By a written notice, where in the event your appointment is made subject to your passing your educational qualification and you do not within the time limit stipulated to you by the Company produce a certificate of passing your educational qualification to the reasonable satisfaction of the Company, and
 - vi. With immediate effect if you are absent from work for a period of 8 working days without the written approval of your reporting manager (including where you overstay your leave/training).
- b. Without limiting clause 4, you may terminate your employment without cause at any time by giving the Company a prior written notice of at least **60 days**.
 - c. Company reserves all rights to recover the shortfall of Notice period in the event of early relieving as per the request of the employee.
 - d. In the event of a notice for termination or notice of resignation being served in accordance with this Letter, notwithstanding the date of effectiveness of the dismissal or resignation, the Company shall have the right, at its sole option and discretion, to place you on garden leave from the date of the notice of termination or resignation until the expiry of the notice period ("Garden Leave Period), during which period you may be required not to come to the office, and cease to undertake work in the capacity of an employee of the Company. However, if required by the Company, you shall make yourself available for work during the Garden Leave Period, including for transition of your role and other work different from your normal duties. You may not be engaged or employed by or take up any office or partnership in any other company, firm or business, or trade on your own account. In addition, you may not contact or attempt to contact any client, customer, supplier, agent, professional adviser, or any employee of the Company without the prior written permission of the Company. Salary and other contractual benefits shall continue to be paid during the Garden Leave Period, subject to you complying with the terms of your employment, and any other reasonable conditions that may be imposed by the Company.

13. Company Policies

- a. You acknowledge and agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force (together, Policies). The key current Policies will be made available to you; however, you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time. Please get in touch with the relevant Human Resources team for assistance on where and how you may access the Policies
- b. You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You therefore acknowledge and agree that the Company may from time to time at its discretion revise, modify, add, delete or replace any of the Policies. You agree to be bound by all such changes.

14. Notice Pay Reimbursement (if applicable).

Where the Company reimburses to you any amount that you have to (or have had to) pay to your previous employer in lieu of any shortfall in your termination notice period with your previous employer (Notice Pay Reimbursement), you agree that:

- a. You are responsible to properly account for and pay any applicable statutory taxes or levies on such payment;
 - b. In the event of resigning voluntarily or getting terminated due to poor performance evaluation within one (1) year from the date of joining, the Company reserves the right to reclaim the reimbursed Notice Period Payment in full.
 - c. You authorise the Company to deduct any such recovery from the amounts that the Company may be obliged to pay you at the time of settling your dues following cessation of employment.
15. The terms of this letter is governed by, and shall be construed in accordance with the laws of India. Each Party consents to the exclusive jurisdiction and venue of courts in Mumbai for all matters arising out of or relating to this Letter.

16. General

- a. Headers or titles are for the sake of convenience only and do not affect the construction or interpretation of your employment contract.
- b. Where you wish to give notice to the Company you must send it to the Company's office located at the place where your manager is based with a copy to Human Resource team supporting your function. You agree that where we need to give you notice, the notice may be issued to you electronically or otherwise be sent to you at any of the last known contact address that you have provided to the Company. Either you or the Company may change the contact address for notices by a prior written notice to the other.
- c. If the Company does not exercise a right, it does not mean that the Company has waived its right either in that instance or any subsequent instance.



Please return to us a copy of this letter duly signed by you as a token of your acceptance of employment with us on the terms and conditions set out in this letter (and the other relevant documents).

We are excited about the many ways you will have opportunities to contribute to the success of the Company and look forward to your accepting employment with us. If you have queries, please do not hesitate to get in touch with the Talent Acquisition team member with whom you have been connected with.

Yours faithfully

For Thomson Reuters International Services Private Limited

Catriona Mackness
Director Regional HR India

ACCEPTANCE

By signing below, I accept employment with the Company on the terms and conditions set out above and further agree that (a) it contains the terms of my employment with the Company including those set out in Annexure I to this letter of appointment, and the Memoranda "Terms And Conditions Of Employment - Components of C & B" and "General Policies Governing Employment", and as described further below in this document; and (b) these terms and conditions offer supersede any and all prior understandings, offers or agreements, whether oral or written.

Kattubadi Baba
Associate Content Specialist

**Annexure I - Total Rewards (A + B + C + D)**

Name : Kattubadi Baba
Reporting Manager : Sanjeev Wadhwa

Title : Associate Content Specialist
Department : Operations-ALL

A - Base Pay (Total Fixed Pay)

Particulars/Component:(Refer Components of the Total Rewards, Terms (a))	Amount INR
Basic (per annum)	156,000
Flexible Pay (per annum)	85,280
Provident Fund (12% Basic Salary) (per annum)	18,720
Base Pay (Total Fixed Pay)	260,000

B - Variable Pay**Target bonus Annual Incentive Plan:**

- Apart from the Base Pay (Total Fixed Pay) components as specified above, you are eligible to participate in our Variable Pay **AIP** Plan, subject to the criteria of the then applicable incentive plan of the company
- This is a discretionary bonus plan based on Individual performance and Company performance with a payout of **6.00%** of the Base Pay (Total Fixed Pay). The potential variable pay amount INR **15,600** (An indicative amount only) on a full year basis
- Please note that the payout under this plan will always be according to the company's applicable incentive plan as may be revised and circulated every year.
- Should you be eligible to receive bonus under the Payment of Bonus Act, 1965 ("Bonus Act"), any variable pay amount as described in the paragraphs above will be deemed to be in lieu of bonus based on profits payable under the Bonus Act. If the variable pay amount payable to you, as described and calculated in the paragraphs above, is less than your entitlement under the Bonus Act, the differential amount shall separately be paid to you within the timelines set out under the Bonus Act.

C - Statutory Benefit**Gratuity:**

Subject to the below terms and conditions and the limits set out in the Payment of Gratuity Act, 1972 you shall be eligible for Gratuity Payment.

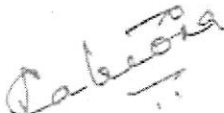
Please note that on becoming eligible for Gratuity (a) the maximum limit of Gratuity to be exempted from tax is with accordance to the law.(b) if the PGA changes such that any of the eligibility, limit or method of calculation of payment of gratuity is/are altered, then the Company from time to time reserves the right to revise the terms of payment of gratuity in accordance with its then applicable policies.

D - Additional Benefits

Shift Allowance:	Where applicable and the allowance is variable based on shift timings. The details provided in the Shift Allowance Policy
Group Mediclaim Insurance Policy (GMC):	Insurance cover: INR 500,000 p.a for spouse, two children and parents (Note: Maternity Benefit of INR 75,000 is included in the total Insured amount)
Group Term Life Insurance Policy (GTL):	Sum Insured: 4 times of TFP (Total Fixed Pay)*
Employee's Group Personal accident insurance Policy (GPA):	Insurance covers disability (permanent and partial) due to accident .
Employees Depository Linked Insurance (EDLI)	Flat Sum Insured: INR. 601,000

The remuneration stated above is subject to the terms and conditions of your contract of employment of which this is a part
For Thomson Reuters International Services Private Limited

ACKNOWLEDGED AND AGREED


Catriona Mackness
Director Regional HR India

Kattubadi Baba
Date: January 6, 2020



Bhavans Placements <placementcellbvc@gmail.com>

Thomson Reuters Campus Placement of 2020 batch

Sujatha, Yamini (TR People) <Yamini.Sujatha@thomsonreuters.com>

Wed, Dec 11, 2019 at 10:58 AM

To: Bhavans Placements <placementcellbvc@gmail.com>

Hi Ms. Seema,

Please inform the students on the selections . Please ensure that they are blocked for Thomson Reuters and they do not sit in any other campus interviews :

Below are names of 2 selected candidates :

- 1. Kattubadi Baba
- 2. Kaparathi Malavika

.....

Yamini Sujatha

Talent Acquisition Partner

Thomson Reuters

the answer company

Phone: 080-67490265

Mobile: 9000019303

yamini.sujatha@tr.com

thomsonreuters.com

twitter.com/thomsonreuters

linkd.in/thomson_reuters

.....



Bhavans Placements <placementcellbvc@gmail.com>

Thomson Reuters Campus Placement of 2020 batch

Sujatha, Yamini (TR People) <Yamini.Sujatha@thomsonreuters.com>
To: Bhavans Placements <placementcellbvc@gmail.com>

Wed, Nov 27, 2019 at 5:53 PM

Hi Seema ,

Here are the details –

Eligibility criteria – 65 percent and above throughout education

Course- BA /BSC- All

Selection process – Test and Interviews 3 rounds

Compensation details – INR 2,60,000

.....
Yamini Sujatha

Talent Acquisition Partner

Thomson Reuters

the answer company

Phone: 080-67490265

Mobile: 9000019303

yamini.sujatha@tr.com

thomsonreuters.com

twitter.com/thomsonreuters

linkd.in/thomson_reuters

.....
This year we're supporting charities and communities around the globe through 120,000 volunteer hours! Intrigued?
Visit tr.com/cr for more information.



Bhavans Placements <placementcellbvc@gmail.com>

Thomson Reuters Campus Placement of 2020 batch

Bhavans Placements <placementcellbvc@gmail.com>

Thu, Nov 28, 2019 at 4:10 PM

To: "Sujatha, Yamini (TR People)" <Yamini.Sujatha@thomsonreuters.com>

*Dear Sujatha ,
Greetings for the Day*

With reference to your mail, we would like to invite you for the campus placements on 10th December, 2019 at 9.30 am. Kindly confirm the same. We will share the list of interested students by 4th December, 2019.

*Thanks and Regards,
Dr. Seema Ghosh
Associate Professor and Placement Coordinator
Bhavans Vivekananda College
9849307930.*

[Quoted text hidden]



Bhavans Placements <placementcellbvc@gmail.com>

Thomson Reuters Campus Placement of 2020 batch

Sujatha, Yamini (TR People) <Yamini.Sujatha@thomsonreuters.com>
To: Bhavans Placements <placementcellbvc@gmail.com>

Mon, Dec 2, 2019 at 1:20 PM

Hi Ms. Seema ,

Can you tell me if you are okay with Dec 09 ? . Please open applications and share the final list by 04 – December – 2019 , 11am latest .

We need the applications in the attached format .

[Quoted text hidden]

 **Campus Data format.xlsx**
17K



Triumphant Institute of Management Education Pvt. Ltd.

27 December 2019

To,

Mr. Ragotham A
c/o A. Venkateshwar Rao
11-13-544/2, Plot No-26,
Rd No-1, Yadav Nagar
SRK Puram,
Hyderabad – 500102
Telangana

Dear **Ragotham**,

Congratulations!

Based on our interaction with you, we are pleased to offer you a full time position as **Management Trainee** to be based at Hyderabad. Your job profile and other relevant details will be informed to you when you join. Your joining date will be on **10 February 2020** at our Diamond Point office, Reporting time at 9:30 a.m.

In terms of the **Cost to the Company (CTC)** we are offering you a CTC of **Rs 5.0 lacs p.a** (Rupees Five Lakhs Only), which consists of Gross salary, Annual Amount and Festival and Other Bonus. Your detailed breakup is outlined in Appendix -1.

If you have any clarification on the offer or otherwise, please feel free to discuss the same with the undersigned. As a token of acceptance of our offer, please send us the confirmation either through email or by post within two days of receipt of this letter.

Please furnish the following documents at the time of joining:

- (a) Date of Birth certificate
- (b) Educational Qualifications (Self Attested copies of provisional or final certificates of all qualifications obtained from SSC to date)
- (c) Document in support of previous salary received
- (d) Relieving Order from the services of the previous employment (if applicable).
- (e) Form 16 (Income Tax Act) or provisional certificate in lieu of the same from the previous employer (if applicable).
- (f) 6 passport size photographs of yourself at the time of joining.
- (g) Self attested copies of Aadhar and PAN Card

A detailed Appointment Letter outlining terms and conditions will be issued to you on your joining duty.

We look forward to having you as a part of our Team

For **Triumphant Institute of Management Education Pvt. Ltd.,**

Tessi Mathew

General Manager – Human Resources

95B, S2nd Floor, Siddamsetty Complex, Park Lane, Secunderabad – 500 003.

Tel.: 27898195/40088400 Fax: 27847334 email: info@time4education.com website: www.time4education.com



Bhavans Placements <placementcellbvc@gmail.com>

Students selected by T.I.M.E

3 messages

Tessi Ravishankar T.I.M.E. Hyderabad <tessi@time4education.com>
To: Bhavans Placements <placementcellbvc@gmail.com>
Cc: TIME hr <hr@time4education.com>

Fri, Dec 27, 2019 at 1:12 PM

Dear Dr Seema,

Kindly note that the following students have been selected by T.I.M.E. after Final interviews.

1. A Ragotham
2. Dedeepya Vancha
3. Sai Kishore B

Congratulations to selected students! A separate e-mail has been sent to each of them. Their date of joining will be 10-Feb-2020 . They will be given leave to appear for final exams.

Regards

Tessi Mathew
Sr. GM- HR Department
Triumphant Institute of Management Education Pvt. Ltd.
Secunderabad, Telangana
Tel. No:40 40088359 Fax No:40 27847334
Website: www.time4education.com

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Bhavans Placements <placementcellbvc@gmail.com>
To: "Tessi Ravishankar T.I.M.E. Hyderabad" <tessi@time4education.com>


Fri, Mar 13, 2020 at 10:53 AM

*Dear Ravishankar ,
Greetings for the Day*

Please find the enclosed attachment of MBA students SEE timetable. kindly grant them leave as per their examination schedule.

*Thanks and Regards,
Dr. Seema Ghosh
Associate Professor and Placement Coordinator
Bhavans Vivekananda College
9849307930.*

[Quoted text hidden]

 **PG IV,III,I SEE TIME TABLE(MAR-Apr-20).pdf**
602K

Tessi Ravishankar T.I.M.E. Hyderabad <tessi@time4education.com>

Fri, Mar 13, 2020 at 11:13 AM



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st July 2020

To,
M. Tejaswini

Dear Tejaswini,

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **3rd August 2020** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,03,440/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st July 2020

To,
V. Arpan

Dear Arpan,

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.



Bhavans Placements <placementcellbvc@gmail.com>

Verity Knowledge Solutions | Campus Recruitment

24 messages

JEEVAN KARTEEK SARIPALLI <jeevankarteek.saripalli@verity.co.in>
To: "placementcellbvc@gmail.com" <placementcellbvc@gmail.com>
Cc: HR <hr@verity.co.in>

Tue, Feb 4, 2020 at 12:42 PM

Dear Team,

We are Verity Knowledge Solutions. We are keen on recruiting MBA Finance students from your fine establishment this year. We are sure that they will be a first-rate value addition to our organization.

Please consider this email as a formal communication from our end to visit your college in the upcoming campus placement season. We would like to finalize a placement slot as soon as possible.

Please find the Job Description attached in this mail.

Designation: Document Specialist Trainee**CTC: INR 4,63,440** (Fixed Comp. 3,00,000 + other Benefits 1,63,440)

Also could you please share the contact details of point of contact or placement team.

Please visit our company website www.verity.co.in or get in touch with us for any further details you may require.

Looking forward to a speedy and positive response from your end.

Thank you in advance.

Warm Regards,**Jeevan Karteek Saripalli****Human Resources****Verity Knowledge Solutions**

040 – 44608709.

Visit our website at <http://www.verity.co.in>. The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or if this message has been addressed to you in error, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited. Please notify the sender immediately by e-mail and then delete this message and any attachments. E-Mails are not encrypted and cannot be guaranteed to be secure or error free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The Sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as result of e-mail transmission. If verifications are required, please request a hardcopy version. This message is provided for internal purpose and should not be construed as solicitation or offer to buy or sell any securities or a related financial instrument. Verity reserves the right to retain all messages. Messages are protected and accessed only in legally justified cases.

Operator (Document Specialist), Operator Support (Lead and Workflow coordinators).pdf

109K

Bhavans Placements <placementcellbvc@gmail.com>
To: JEEVAN KARTEEK SARIPALLI <jeevankarteek.saripalli@verity.co.in>

Wed, Feb 5, 2020 at 10:30 AM

*Dear Jeevan ,
Greetings for the Day*

Thank you for giving this opportunity. We would like to have the campus placements on 10th February, 2020 (Monday). Kindly confirm the same.

*Thanks and Regards,
Dr. Seema Ghosh
Associate Professor and Placement Coordinator
Bhavans Vivekananda College
9849307930.*

[Quoted text hidden]

JEEVAN KARTEEK SARIPALLI <jeevankarteek.saripalli@verity.co.in>
To: Bhavans Placements <placementcellbvc@gmail.com>
Cc: HR <hr@verity.co.in>

Wed, Feb 5, 2020 at 11:03 AM

Hi Ma'am,

Thank you for the quick revert. As discussed over the call, could you please share the interested students data in the attached format. Once we receive the same will let you know the interview process.

Please note that there will be 3 months' probation period at the time joining and once the probation is over based on the performance the confirmation letter will be issued to the candidates.

Also for recruitment date we will confirm in some time.

Thank you!

[Quoted text hidden]

[Quoted text hidden]

 **Students Profile 2019 format.xls**
125K

JEEVAN KARTEEK SARIPALLI <jeevankarteek.saripalli@verity.co.in>
To: Bhavans Placements <placementcellbvc@gmail.com>
Cc: HR <hr@verity.co.in>

Wed, Feb 5, 2020 at 12:36 PM

Hi Ma'am,

*Thanks and Regards,
Dr. Seema Ghosh
Associate Professor and Placement Coordinator
Bhavans Vivekananda College
9849307930.*

[Quoted text hidden]

Varsha Mishra <varsha.mishra@verity.co.in> Mon, Feb 24, 2020 at 3:50 PM
To: Bhavans Placements <placementcellbvc@gmail.com>
Cc: HR <hr@verity.co.in>, Paschima Swain <paschima.swain@verity.co.in>, Tejashree Padakanti <tejashree.padakanti@verity.co.in>

Hi Team,

Greetings!

We are glad to make the final offer to below mentioned students.

1. Mananjay Prasad
2. M. Tejaswini
3. Sai Kiran Kumar
4. V. Arpan
5. Swarup Reddy
6. E. Mahesh Kumar

Note- Please make sure the above mentioned students are not allowed to sit for any other company's placement on campus.

Regards,

Varsha Mishra

Human Resource

040-44608721

From: JEEVAN KARTEEK SARIPALLI <jeevankarteeek.saripalli@verity.co.in>

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Varsha Mishra <varsha.mishra@verity.co.in> Tue, Feb 25, 2020 at 7:59 PM
To: Bhavans Placements <placementcellbvc@gmail.com>
Cc: HR <hr@verity.co.in>, Paschima Swain <paschima.swain@verity.co.in>, Tejashree Padakanti <tejashree.padakanti@verity.co.in>

Hi Team,

To: JEEVAN KARTEEK SARIPALLI <jeevankarteek.saripalli@verity.co.in>
Subject: Re: Verity Knowledge Solutions | Campus Recruitment

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

JEEVAN KARTEEK SARIPALLI <jeevankarteek.saripalli@verity.co.in>
To: Bhavans Placements <placementcellbvc@gmail.com>
Cc: HR <hr@verity.co.in>, Paschima Swain <paschima.swain@verity.co.in>

Thu, Feb 20, 2020 at 12:01 PM

Hi Ma'am,

Could you please acknowledge on the below mail.

Warm Regards,

Jeevan Karteek Saripalli
Human Resources
Verity Knowledge Solutions
040 – 44608709.

From: JEEVAN KARTEEK SARIPALLI
Sent: 18 February 2020 15:41
To: Bhavans Placements <placementcellbvc@gmail.com>

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Bhavans Placements <placementcellbvc@gmail.com>
To: JEEVAN KARTEEK SARIPALLI <jeevankarteek.saripalli@verity.co.in>

Thu, Feb 20, 2020 at 3:07 PM

Dear Jeevan

Greetings from BVC.

Thank you for your email. We will make the necessary arrangements for the interview.



Bhavans Placements <placementcellbvc@gmail.com>

Bhavan's: Final Selection for Management Trainee Program

1 message

Mon, Dec 16, 2019 at 7:28 PM

Hitesh Salhotra <shitesh@waterhealth.com>

To: Bhavans Placements <placementcellbvc@gmail.com>

Cc: Priyadarshini Ranganathan <rpriya@waterhealth.com>, Indranil D <dindranil@waterhealth.com>, Nidhi Choudhary <cnidhi@waterhealth.com>

Dear Seema,

Thank you so much for your support during the campus hiring process.

We are pleased to inform you that we have selected K Ajay Kumar from your college as Management Trainee.

Ms. Nidhi will be releasing an offer letter to this effect.

Request you to kindly communicate the same to Ajay.

Best Regards,

Hitesh Salhotra

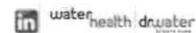
WaterHealth India

9-7, Survey No. 308/1, Nagaram, Keesara Mandal,
Hyderabad Urban - 500 083,

Telangana State, India

Mob: +91 6281706205

shitesh@waterhealth.com www.waterhealth.com

**From:** Hitesh Salhotra**Sent:** Monday, December 16, 2019 11:15 AM**To:** Bhavans Placements**Cc:** Priyadarshini Ranganathan; Indranil D; Nidhi Choudhary**Subject:** Bhavan's: Final Interview with HR Head

Dear Seema,

Reference to my earlier WhatsApp communication, kindly note the following students are shortlisted for the final round of interview at our corporate office Hyderabad today(i.e. 16-Dec-19) from 4:30 Pm onwards.

1. Anush Gunda
2. Dedeepya Vancha
3. A. Raghatham
4. K. Ajay Kumar
5. D Sai Narayan Singh Rathod
6. A.G.H Koushik

Note:-

- Students should bring their updated CVs .
- Dress Code Formals
- Report at 4:15pm

Office address:

WaterHealth India

9-7, Survey No. 308/1, Nagaram, Keesara Mandal, Hyderabad Urban - 500 083,

Landmark :- Near Vijaya Hospital, Next to Bharat Petroleum Petrol Bunk

GPS Link: <https://goo.gl/maps/1wfh5nm5dD48PGeP7>

Best Regards,

Hitesh Salhotra

WaterHealth India

9-7, Survey No. 308/1, Nagaram, Keesara Mandal,

Hyderabad Urban - 500 083,

Telangana State, India

Mob: +91 6281706205

shitesh@waterhealth.com www.waterhealth.com



water health dr. water



From: Bhavans Placements [mailto:placementcellbvc@gmail.com]
Sent: Thursday, December 12, 2019 6:40 PM
To: Hitesh Salhotra
Subject: Re: WaterHealth India: Campus Hiring | Important points and registration link

Dear Hitesh

Greetings of the day

Thanks for giving the opportunity to our students. We would like to invite you for our campus placements on 14.12.19. We can start the selection process from 10.00 am onwards.

Thanks and Regards

Dr. Seema Ghosh

On Wed, 11 Dec 2019, 14:18 Hitesh Salhotra, <shitesh@waterhealth.com> wrote:

Dear Seema,

With reference to our conversation please find the link and send to all the students who are attending for the placements. This link is for capturing the details of the students.

Please make sure that the students fill the form before 14 December 2019 .

Link :- https://apps.waterhealth.com/whincampus/candidate_application_form.php?whin=d2hpbmhlYWw0aDEwOTM=

Note:- Kindly go through the following points before registration as there is no exception in the following:-

1. The MT will be required to be travel and stay at different locations across India as per business requirements.
2. Selected MTs will be required to sign a 2 year bond with WaterHealth, in case he/ she intends leave the organization they will be liable to pay one lakh and 3 months' notice period.

Please reach out to me for any clarifications at shitesh@waterhealth.com or ring me up on 9796046012.

Please acknowledge this email !



Letter of Intent - Vanamala Rachana - Ref. No: 9656570

5 messages

<careers@wipro.com>
To: rachanaramesh1010@gmail.com
Cc: manager.campus@wipro.com

Tue, Jan 28, 2020 at 8:47 PM

Campus - Letter Of Intent

January 28, 2020

Dear Vanamala Rachana,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band WASE/WIMS of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		
Second Year		17000	810 17,810/- (*)
Third Year		19000	910 19,910/- (*)
Fourth Year		23000	0 23,000/- (*)

712 15,712/- (*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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<careers@wipro.com>
To: rachanaramesh1010@gmail.com
Cc: manager.campus@wipro.com

Tue, Jan 28, 2020 at 8:49 PM

Campus - Letter Of Intent

January 28, 2020

Dear Vanamala Rachana,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band WASE/WIMS of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
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Third Year		19000	910 19,910/- (*)

712 15,712/- (*)

Fourth Year

23000

0

23,000/-
(*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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rachana vanamala <rachanaramesh1010@gmail.com>
To: careers@wipro.com
Cc: manager.campus@wipro.com

Wed, Jan 29, 2020 at 8:04 AM

I accept this offer.

On Tue, Jan 28, 2020, 8:49 PM <careers@wipro.com> wrote:

Campus - Letter Of Intent

January 28, 2020

Dear Vanamala Rachana,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications which will be in Career Band WASE/WIMS of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	KSI	Consolidated Scholarship* (INR pm)
First Year	15000		
Second Year		17000	810
Third Year		19000	910
Fourth Year		23000	0

712 15,712/-
(*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

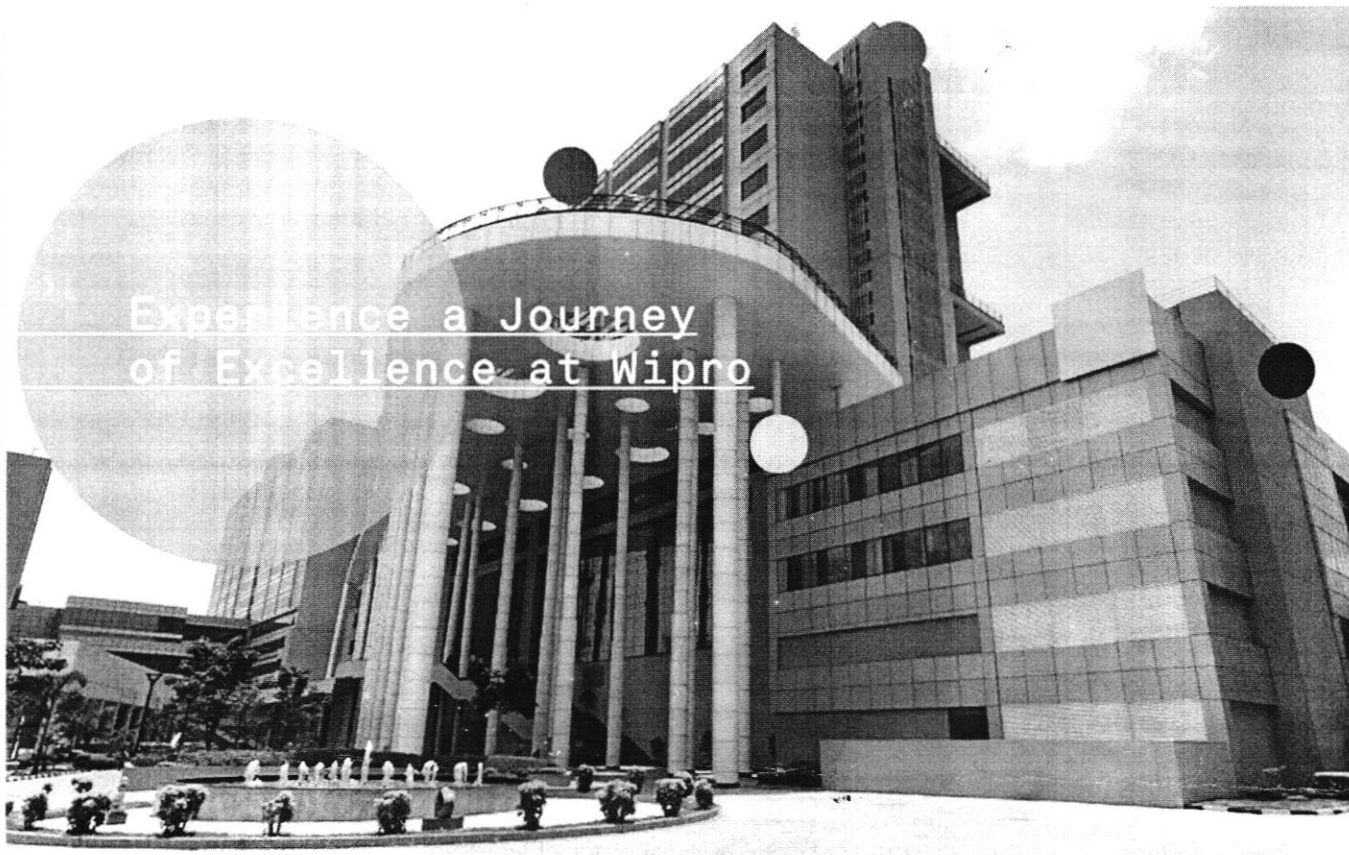
Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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<manager.campus@wipro.com>
To: rachanaramesh1010@gmail.com

Wed, Jan 29, 2020



We acknowledge the receipt of your email and thank you for reaching out to us.

This is an auto-generated response.

We will respond to you in the next 48 hours.

You may call us on our toll free number 1800-103-4678 from Monday to Friday between 8.30 am to 6.00 pm (1pm to 1.45pm is Lunch hour).

Do not forget to mention your Resume No. / Reference No in subject line for effective response.

You may also visit our [FAQs](#) section for queries on joining formalities.

Letter of Intent - Molleti Vivek - Ref. No.: 9654400

3 messages

careers@wipro.com <careers@wipro.com>
 To: vivekmolleti99@gmail.com
 Cc: manager.campus@wipro.com

Tue, Jan 28, 2020 at 8:32 PM

Campus - Letter Of Intent

January 28, 2020

Dear Molleti Vivek,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

712 15,712/-
 (*)

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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Fwd: Letter of Intent - Cholleti Swetha - Ref. No.: 9638435

1 message

swetha cholleti <swethacholleti7039@gmail.com>
To: blesstechnologies.c@gmail.com

Wed, Feb 5, 2020 at 1:55 PM

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

From: <careers@wipro.com>
Date: Tue, Jan 28, 2020, 20:23
Subject: Letter of Intent - Cholleti Swetha - Ref. No.: 9638435
To: <swethacholleti7039@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Cholleti Swetha ,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

712 15,712/-
 (*)

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**



Letter of Intent - Nangunuri Prasanna - Ref. No.: 9620535

7 messages

careers@wipro.com <careers@wipro.com>
To: nangunuri.prasanna@gmail.com
Cc: manager.campus@wipro.com

Sun, Feb 2, 2020 at 5:46 PM

Campus - Letter Of Intent

February 02, 2020

Dear Nangunuri Prasanna,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any **clarifications**.

712 15,712/-
 (*)

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For **Wipro Limited**
Sunil Kalachar
General Manager - Talent Acquisition

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Farook Hussain <farookhusain3@gmail.com>

Letter of Intent - Farooq Shaik - Ref. No.: 9594014

1 message

careers@wipro.com <careers@wipro.com>

Sun, Feb 2, 2020 at 5:43 PM

To: farookhusain3@gmail.com

Cc: manager.campus@wipro.com

Campus - Letter Of Intent

February 02, 2020

Dear Farooq Shaik,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

712 15,712/-
(*)

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

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Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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Fwd: Letter of Intent - Kandukuri Kumari - Ref. No.: 9631103

1 message

kandukuri vaishnavi <vaishnavik009@gmail.com>
To: blesstechnologies.c@gmail.com

Wed, Feb 5, 2020 at 1:52 PM

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

From: **kandukuri vaishnavi** <vaishnavik009@gmail.com>
Date: Tue, Feb 4, 2020, 5:42 PM
Subject: Fwd: Letter of Intent - Kandukuri Kumari - Ref. No.: 9631103
To: <swethanidhi1605@gmail.com>

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

From: <careers@wipro.com>
Date: Tue, Jan 28, 2020, 9:02 PM
Subject: Letter of Intent - Kandukuri Kumari - Ref. No.: 9631103
To: <vaishnavik009@gmail.com>
Cc: <manager.campus@wipro.com>

Campus - Letter Of Intent

January 28, 2020

Dear Kandukuri Kumari,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

712 15,712/-
(*)

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Letter of Intent - Sameer Rauth - Ref. No.: 9644951

1 message

careers@wipro.com <careers@wipro.com>
 To: sameersam98858@gmail.com
 Cc: manager.campus@wipro.com

Sun, Feb 2, 2020 at 5:40 PM

Campus - Letter Of Intent

February 02, 2020

Dear Sameer Rauth,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Trainee - Computer Applications** which will be in Career Band **WASE/WIMS** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

712 15,712/-
 (*)

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	810	17,810/- (*)
Third Year	19000	910	19,910/- (*)
Fourth Year	23000	0	23,000/- (*)

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Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

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 www.wipro.com

Partner,
meetings!
hope you and your loved are safe & healthy.

Below are the list of Final Selects for Wipro WILP 2020 Hiring Program

CANDIDATE_FIRST_NAME	CANDIDATE_MIDDLE_NAME	CANDIDATE_LAST_NAME	CANDIDATE_EMAIL	CDEGREE	GRADUATION_BRANCH	GRADUATION_INSTITUTION	GRADUATION_LOCATION
Vanamala	-	Rachana	rachanamesh1010@gmail.com	B Sc	Statistics	BHAVANS VIVEKANANDA DEGREE COLLEGE	Telangana Rangareddi
Nangunuri	Laxmi	Prasanna	nangunuri.prasanna@gmail.com	B Sc	Computer Science	Bhavans vivekanandha degree college	Telangana Hyderabad
Dillip	Kumar	Patro	patro.crp@gmail.com	B Sc	Physics & Computer Application	BHAVANS VIVEKANANDA COLLEGE	Telangana Rangareddi
Sameer	-	Rauth	sameersam98858@gmail.com	B Sc	Physics	Bhavans vivekananda college	Telangana Hyderabad
farooq	hussain	shaik	farookhusain3@gmail.com	B Sc	Electronics	bhavans vivekananda college	Telangana Hyderabad
MOLLETI	-	VIVEK	vivekmolleti99@gmail.com	B Sc	Statistics	BHAVANS VIVEKANANDA DEGREE COLLEGE	Telangana Rangareddi
Kandukuri	Vaishnavi	Kumari	vaishnavik009@gmail.com	B Sc	Statistics	Bhavans Vivekananda degree college	Telangana Hyderabad
Cholleti	-	Swetha	swethacholleti7039@gmail.com	B Sc	Statistics	Bhavans Vivekananda Degree College	Telangana Hyderabad
Addepalli	-	Harini	harinihari69@gmail.com	B Sc	Statistics	Bhavans Vivekananda degree and pg College	Telangana Rangareddi
Aditya Kaushik	-	Kaushik	adi88flynn@gmail.com	B Sc	Physics & Computer Application	BHAVANS VIVEKANANDA COLLEGE	Telangana Hyderabad
Beenita Rani	-	Panda	bineetarani1997@gmail.com	BCA	Bachelor of Computer Application	Bhavans Vivekananda college	Telangana Rangareddi

gards,



Anusha K
Global Campus Hiring Team
M: +91 9513382876
Wipro Limited
Electronic City | Bengaluru | India

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srivin reddy <srivin05@gmail.com>

Fwd: Letter of Intent - Surabhi Sarna - Ref. No.: 9669900

1 message

Gaurav Trivedi <gaurav.trivedi01234@gmail.com>
To: srivin reddy <srivin05@gmail.com>

Tue, Jan 21, 2020 at 10:01 AM

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

From: **Surabhi Sarna** <surabhi.sarna13@gmail.com>
Date: Tue, 21 Jan 2020, 09:21
Subject: Fwd: Letter of Intent - Surabhi Sarna - Ref. No.: 9669900
To: <gaurav.trivedi01234@gmail.com>

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

From: <careers@wipro.com>
Date: Mon, Jan 20, 2020, 11:31 AM
Subject: Letter of Intent - Surabhi Sarna - Ref. No.: 9669900
To: <surabhi.sarna13@gmail.com>

Campus - Letter Of Intent

20-Jan-2020

Dear Surabhi Sarna,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of **Financial Analyst** which will be in Career Band **Trainee-Group A** of the organization.

The salary stack for this role is detailed below. Do reach out to us should you have any clarifications.

Basic	8,340
HRA	4,170
Bonus	1,668
Wipro Benefits Plan (WBP)	3,219
Total Fixed Cash	17,397
PF (Employer Contribution)	1,387
Gratuity (5.31 % of Basic)	443
Total Fixed Compensation	19,227
Other Compensation Benefits	
ESI (Employer Contribution)	565
Variable Pay	
Target Variable Pay	1,042
Target Cost to Company per month	20,834
Total Cost to Company per annum	2,50,008

Your salary offer will be revised on an annual basis provided you attain minimum performance level as per the performance management policy and academic scores, as per the table below:

Period	Annual Salary(INR)
First Year	2.5 Lakhs

Second Year 3.5 Lakhs (*)

Third Year 5.0 Lakhs (*)

(*)The increase in compensation at the end of each year of study will be at the discretion of Wipro subject to your satisfactory progress of study, on-the-job performance, acquisition of skills, behavior, regularity and punctuality in attendance for classes and regular work.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by accepting the contents of this communication. Your communication of interest is a precondition to the issuance offer of appointment.

Yours sincerely,

For Wipro Limited,
Sunil Kalachar
General Manager - Talent Acquisition

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flory.wilson@wipro.com <flory.wilson@wipro.com>
To: Bhavans Placements <placementcellbvc@gmail.com>

Mon, Jan 20, 2020 at 12:36 PM

Dear Ms. Seema,

Greetings from Wipro!

We are glad to inform you that the following candidate is a final select for the profile of **Financial Analyst**.

Resume No.	Candidate Name	Profile
9669900	Surabhi Sarna	Financial Analyst

We have shared the "Letter of Intent" with the candidate which is to be accepted within 2 days.

Kindly share the information with the candidate.

Note – The selection is subject to Audit clearance.

Best Regards,

Flory Wilson

People Ambassador

Functional Hiring | Global Campus Hiring Team

M: +91 63648 80423

Wipro Limited

