

**5.2.1 Average percentage of placement of outgoing students during the last five years
(10)**

Summary of the Placement Report

S.No.	Academic Year	No. of Students Placed
1	2019-20	114
2	2018-19	84
3	2017-18	09
4	2016-17	133
5	2015-16	93


PRINCIPAL
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Kommuri Pratap Reddy Institute of Technology
Ghanpur (V), Ghatkesar (M),
Medchal-Malkajgiri Dist-501301 T.S

5.2.1 Average percentage of placement of outgoing students during the last five years

(10)

Placement Report for the Year 2015-16

S.No	Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	2015-16	Atkapuram Srinivas	MECH	AIR Worldwide, Dr. Praveen Sandri, 040-66662425	4.54 LPA
2	2015-16	Panaka Srikanth Babu	MECH	AIR Worldwide, Dr. Praveen Sandri, 040-66662425	4.54 LPA
3	2015-16	Abdul Khadar	MECH	AIR Worldwide, Dr. Praveen Sandri, 040-66662425	4.54 LPA
4	2015-16	Chukka Simhachalam	MECH	Vertiv Energy, Mr. Ch. Simhachalam, 9618434917, simhachalam@vertiv.co.in	4.5 LPA
5	2015-16	PeddewadUmarani	ECE	UNIC SOL India Pvt Ltd, Mr. B.C. Praveen Kumar, 040-65277755	3.5 LPA
6	2015-16	Amulakonda Shalini Goud	CSE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
7	2015-16	Gummadavelli Shravani	CSE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
8	2015-16	V SandeepReddy	CSE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
9	2015-16	AkulaSaidulu	ECE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
10	2015-16	Dyamarla Chandrakala	ECE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
11	2015-16	M. Manikanta	ECE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
12	2015-16	ChappidiSowdeepya	ECE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
13	2015-16	Dharavath Suresh	EEE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
14	2015-16	Sampath Paramadi	EEE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA

15	2015-16	Basavannagari Yathish	MECH	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
16	2015-16	Ganneruvaram Chandrakanth	MECH	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
17	2015-16	A Venkatesh	MECH	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
18	2015-16	Av Anoop Raj	CSE	Apps Associates	3.5 LPA
19	2015-16	Singarapu Mounika	CSE	Apps Associates	3.5 LPA
20	2015-16	VulsaySaiPranay	CSE	Apps Associates	3.5 LPA
21	2015-16	L Nagarani	CSE	Apps Associates	3.5 LPA
22	2015-16	L Avilash	CSE	Apps Associates	3.5 LPA
23	2015-16	M Srujana Sai	CSE	Apps Associates	3.5 LPA
24	2015-16	Y Vikram	CSE	Apps Associates	3.5 LPA
25	2015-16	Bolli Srilatha	ECE	Apps Associates	3.5 LPA
26	2015-16	Bheemuni Chandrashekhar	ECE	Apps Associates	3.5 LPA
27	2015-16	Girigula Devi Prasanna	ECE	Apps Associates	3.5 LPA
28	2015-16	Mood Vijayabai	ECE	Apps Associates	3.5 LPA
29	2015-16	Indhrapu Shashi Kumar	ECE	Apps Associates	3.5 LPA
30	2015-16	Jittaveni Ganesh	ECE	Apps Associates	3.5 LPA
31	2015-16	K Ramesh	ECE	Apps Associates	3.5 LPA
32	2015-16	K Swetha	ECE	Apps Associates	3.5 LPA
33	2015-16	Kuturu Mrudula	ECE	Apps Associates	3.5 LPA
34	2015-16	Kondur Bharath Kumar	EEE	Apps Associates	3.5 LPA
35	2015-16	Kanuganti Nithin	EEE	Apps Associates	3.5 LPA
36	2015-16	Marri Sampath	EEE	Apps Associates	3.5 LPA
37	2015-16	Yerukala Ramudu	EEE	Apps Associates	3.5 LPA
38	2015-16	Boga Mahesh	MECH	Apps Associates	3.5 LPA
39	2015-16	B. Sravanthi	ECE	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
40	2015-16	B Devendar	MECH	GGK Tech, Miss. Moulikka Singh, 040-89828290	3.5 LPA
41	2015-16	M. Ravindra Reddy	CIVIL	Akhil constructions, Mr. Vasantha Kumar	3.0 LPA

42	2015-16	G. Ganesh	CIVIL	Akhil constructions, Mr. Vasantha Kumar	3.0 LPA
43	2015-16	J. Naresh	CIVIL	Akhil constructions, Mr. Vasantha Kumar	3.0 LPA
44	2015-16	sindhuja	CIVIL	Saipragathi estates and construction pvt ltd, Mr. Mohan Reddy, 9140-27677568	2.4 LPA
45	2015-16	J. Vinod	CIVIL	Saipragathi estates and construction pvt ltd, Mr. Mohan Reddy, 9140-27677568	2.4 LPA
46	2015-16	A. Ramesh	CIVIL	Saipragathi estates and construction pvt ltd, Mr. Mohan Reddy, 9140-27677568	2.4 LPA
47	2015-16	R. Beeku	CIVIL	Saipragathi estates and construction pvt ltd, Mr. Mohan Reddy, 9140-27677568	2.4 LPA
48	2015-16	D Srikanth	CIVIL	Saipragathi estates and construction pvt ltd, Mr. Mohan Reddy, 9140-27677568	2.4 LPA
49	2015-16	BasudeVinayak	ECE	GEP, Mr. Amit	2.4 LPA
50	2015-16	Vinodkumar	CIVIL	Dr. Reddy's Lab, Miss. Shilpa, 9140-49002999, mail@drreddy.com	2.16 LPA
51	2015-16	Sriramulu	CIVIL	Kelly services, Mr. sharath, 0 040-44504444, sharath_bhanu@kellyservice.co.in	2.15 LPA
52	2015-16	Kurapati Amshudhar	CSE	Kelly services, Mr. sharath, 0 040-44504444, sharath_bhanu@kellyservice.co.in	2.15 LPA
53	2015-16	Dandi Narmada	ECE	Kelly services, Mr. sharath, 0 040-44504444, sharath_bhanu@kellyservice.co.in	2.15 LPA
54	2015-16	P. Sushma	ECE	Kelly services, Mr. sharath, 0 040-44504444, sharath_bhanu@kellyservice.co.in	2.15 LPA
55	2015-16	P Sai Prakash	ECE	Kelly services, Mr. sharath, 0 040-44504444, sharath_bhanu@kellyservice.co.in	2.15 LPA
56	2015-16	V Venkata Prasad	EEE	Kelly services, Mr. sharath, 0 040-44504444, sharath_bhanu@kellyservice.co.in	2.15 LPA

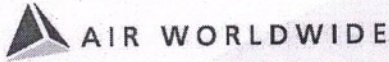
				ce.co.in	
57	2015-16	Ch Kiran Kumar	EEE	Kelly services, Mr. sharath,0 040-44504444, sharath_bhanu@kellyservi ce.co.in	2.15 LPA
58	2015-16	G Purnachander	EEE	Kelly services, Mr. sharath,0 040-44504444, sharath_bhanu@kellyservi ce.co.in	2.15 LPA
59	2015-16	Anchuri Abhilash	MECH	Kelly services, Mr. sharath,0 040-44504444, sharath_bhanu@kellyservi ce.co.in	2.15 LPA
60	2015-16	Eslavath Chitti Babu	MECH	Kelly services, Mr. sharath,0 040-44504444, sharath_bhanu@kellyservi ce.co.in	2.15 LPA
61	2015-16	Kumara Chandra Sekhar	MECH	Kelly services, Mr. sharath,0 040-44504444, sharath_bhanu@kellyservi ce.co.in	2.15 LPA
62	2015-16	Pandu Prapul Kumar Reddy	MECH	Kelly services, Mr. sharath,0 040-44504444, sharath_bhanu@kellyservi ce.co.in	2.15 LPA
63	2015-16	Binnuri Rahul	MECH	Kelly services, Mr. sharath,0 040-44504444, sharath_bhanu@kellyservi ce.co.in	2.15 LPA
64	2015-16	Bukya Urmila nanavath	ECE	Reliance	1.9 LPA
65	2015-16	Naveen kumar	CIVIL	HES Infra Pvt Ltd, Mr. J. Dharmaraju, 040-23546979, careers@hesinfra.com	1.8 LPA
66	2015-16	Palinaidu	CIVIL	Jai Ram Infra, Mr. M. Sai Ram, 9848730085, jairaminfra9@gmail.com	1.8 LPA
67	2015-16	Etikala Prashanth	EEE	Sodexo Technical Services India Pvt Ltd	1.8 LPA
68	2015-16	Velpugonda Mukhesh	EEE	Qualitronics	1.8 LPA
69	2015-16	Nadigottu Ramoji rao	ECE	Advantage One Tax, Priyadarshan R,703-584-5533, priyadarshan@aotax.com	1.44 LPA
70	2015-16	Kamidi Samatha	ECE	Advantage One Tax, Priyadarshan R,703-584-5533, priyadarshan@aotax.com	1.44 LPA
71	2015-16	Shashani Sachin	ECE	CGSL, Mrs. G. Radhika	1.2 LPA
72	2015-16	Yedama Anusha Reddy	ECE	CGSL, Mrs. G. Radhika	1.2 LPA
73	2015-16	P Thukaram	EEE	VST Industries	1.2 LPA

74	2015-16	Kolla Gayathri Devi	ECE	Hucon, Mrs. K. Gayathri, 9140-45464848	1.0 LPA
75	2015-16	BojaVamshidhar	ECE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
76	2015-16	Aemula Sandhya	ECE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
77	2015-16	V Priyanka	CSE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
78	2015-16	Kanuganti Mamatha	CSE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
79	2015-16	Embadi Mahesh	ECE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
80	2015-16	Ayyabhavi Kiran Yadav	MECH	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
81	2015-16	Jakkula Indra Sena	MECH	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
82	2015-16	C M Hari Prasad	ECE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
83	2015-16	Narsapur Chaya Devi	ECE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
84	2015-16	B Aruna	EEE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
85	2015-16	Akshay Raj Bhatnagar	CSE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
86	2015-16	G Uday	ECE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
87	2015-16	G Vijay	ECE	Manomay Consulting	1.0 LPA

				services India Pvt Ltd, Miss. Neelima, 9140- 27547858	
88	2015-16	Pagidoju Srikanth	MECH	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
89	2015-16	Mohammed Sohail	MECH	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
90	2015-16	Neereti Hemanth Sagar	MECH	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
91	2015-16	Battineni Jagadesh	EEE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
92	2015-16	G Komal Rayal	ECE	Manomay Consulting services India Pvt Ltd, Miss. Neelima, 9140- 27547858	1.0 LPA
93	2015-16	Mohammed Ghouse	EEE	KMAX IT Professionals	1.0 LPA


PRINCIPAL

PRINCIPAL
Kommuri Pratap Reddy Inst. of Tech.
Ghanpur(V), Ghatkesar(M), R.R. Dist.
Hyderabad-500088



25th March 2016
Mr.A.Srinivas
12-11-1349/A
Church lane
Boudhanagar,Secunderabad
Telangana -500061

Dear Srinivas

With reference to your discussions regarding the employment opportunity with AIR Worldwide India Pvt. Ltd., we are pleased to offer you position of 'SQA Engineer I' at mutually agreed terms and conditions.

The offer is valid for **Three days** from the date of issue. A firm letter of appointment shall be issued to you on compliance of the terms and conditions as per the company policy. The Company Rules and Regulations will form part of your Contract of Employment, and your employment will be conditional upon and subject to your acceptance of these rules as currently in force and as may be amended from time to time. Your tentative joining date, as confirmed by you, is on or before 1st July 2014.

Your total Cost to Company would be about Rs. **4, 54,680** /- (Rupees Four lakhs Fifty Four Thousand Six Hundred Eighty only) per annum as described in **Annexure - I**.

This employment is under the service agreement and you will be eligible for deferred payment over and beyond the CTC that has been offered. The Deferred payment is computed at 12.5% of the stated monthly gross salary (excludes Employer PF and Sodexo passes) for every month for the next four years. The payment of which would be made in two parts. First payment would be made on the 3rd Service Anniversary and second payment on the 4th Service Anniversary as per the AIR Guidelines. The actual amount will depend on the raises that you get year on year which is purely on function of your work and contributions. The deferred payment has been brought in place to acknowledge and appreciate the employees who have chosen to work under such an arrangement.

The agreement also states that if employee decide to leave the organization before the service agreement period ends you would be liable to compensate the organization with 1lakh of rupees.

We welcome you to AIR and trust that your association with us will be a professionally rewarding one.

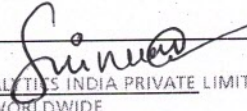
With best regards,
For AIR Worldwide India Pvt. Ltd.

Dr. Praveen Sandri, Ph.D.
Managing Director & Sr. Vice President

Acceptance:

I agree and accept the above terms and conditions and the company's rules and regulations.

Signature


RISK ANALYTICS INDIA PRIVATE LIMITED
d.b.a. AIR WORLDWIDE
6-3-569/2, 3RD FLOOR, ROCKDALE, SOMAJIGUDA,
HYDERABAD, A.P. INDIA 500082

Name: +91 40 6666 3300 • F: +91 40 6666 2425

www.air-worldwide.com

Date: _____

Annexure I

Name : **Mr.A.Srinivas**
 Designation : **SQA Engineer I**

Salary Components	Monthly Amount (INR)	Annual Amount (INR)
Basic	12,000	1,44,000
HRA, Conveyance & Other Allowances	18,000	2,16,000
Employer PF Contribution	1,440	17,280
Sodexo Food Coupons	1,100	13,200
Effective Gross Salary	32,540	3,90,480
Insurance *		12,000
Performance Bonus ^	-	45,000
Gratuity ^^		7,200
Cost To Company p.a.		4,54,680

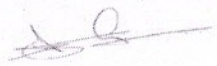
- * :Insurance
 Medclaim: Rs. 2,00,000 for Employee and 1,00,000 for legal dependents.
- Personal Accident: Rs. 1,00,000 for employee only
- ^ : Strictly on basis of employee performance & management discretion, this may range from 0 – 15% of Gross Salary. Assumed at 12.5%. Candidate, who joins on or after October 1st will not be eligible for bonus for that calendar Year.
- ^^ :Gratuity as per Gratuity Act.
- *** :Review period from January 1st to December 31st.

Gross Annual package and benefits can be higher or lower depending on the employee performance and contributions. This offer is subject to you providing to us the following documentation and originals that would be required for verification at the time of joining.

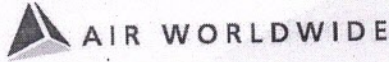
- Educational and professional certificates
- Experience certificates for all previous jobs
- Relieving letters of previous employments
- Your latest salary certificate from your employer
- Copy of your passport and PAN

As per Company's policy, background verification including education and employment check including financials would be done through a third party agency. The Management's decision will be final while considering the reports of such verification. Your appointment will be subject to the confirmation of such verification results.

For AIR Worldwide India Pvt. Ltd.


Dr. Praveen Sandri, Ph.D.
Managing Director & Sr. Vice President

VERISK ANALYTICS INDIA PRIVATE LIMITED
 d.b.a. AIR WORLDWIDE
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 HYDERABAD, A.P. INDIA 500032
 T: +91 40 6666 3300 ▲ F: +91 40 6666 2425
 www.air-worldwide.com



25th March 2016
Mr. Abdul Khadar
12-11-1349/A
Church lane
Boudhanagar, Secunderabad
Telangana -500061

Dear Abdul Khadar

With reference to your discussions regarding the employment opportunity with AIR Worldwide India Pvt. Ltd., we are pleased to offer you position of 'SQA Engineer I' at mutually agreed terms and conditions.

The offer is valid for **Three days** from the date of issue. A firm letter of appointment shall be issued to you on compliance of the terms and conditions as per the company policy. The Company Rules and Regulations will form part of your Contract of Employment, and your employment will be conditional upon and subject to your acceptance of these rules as currently in force and as may be amended from time to time. Your tentative joining date, as confirmed by you, is on or before 1st July 2014.

Your total Cost to Company would be about Rs. **4, 54,680** /- (Rupees Four lakhs Fifty Four Thousand Six Hundred Eighty only) per annum as described in **Annexure - I**.

This employment is under the service agreement and you will be eligible for deferred payment over and beyond the CTC that has been offered. The Deferred payment is computed at 12.5% of the stated monthly gross salary (excludes Employer PF and Sodexo passes) for every month for the next four years. The payment of which would be made in two parts. First payment would be made on the 3rd Service Anniversary and second payment on the 4th Service Anniversary as per the AIR Guidelines. The actual amount will depend on the raises that you get year on year which is purely on function of your work and contributions. The deferred payment has been brought in place to acknowledge and appreciate the employees who have chosen to work under such an arrangement.

The agreement also states that if employee decide to leave the organization before the service agreement period ends you would be liable to compensate the organization with 1lakh of rupees.

We welcome you to AIR and trust that your association with us will be a professionally rewarding one.

With best regards,
For AIR Worldwide India Pvt. Ltd.

Dr. Praveen Sandri, Ph.D.
Managing Director & Sr. Vice President

Acceptance:

I agree and accept the above terms and conditions and the company's rules and regulations.

Signature


WORLDWIDE ANALYTICS INDIA PRIVATE LIMITED
d.b.a. AIR WORLDWIDE
6-3-569/2, 3RD FLOOR, ROCKDALE, SOMAJIGUDA,
HYDERABAD, A.P. INDIA 500082
Name: +91 40 6666 3300 • F: +91 40 6666 2425
www.air-worldwide.com

Date:

Annexure I

Name : **Mr. Abdul Khadar**
 Designation : **SQA Engineer I**

Salary Components	Monthly Amount (INR)	Annual Amount (INR)
Basic	12,000	1,44,000
HRA, Conveyance & Other Allowances	18,000	2,16,000
Employer PF Contribution	1,440	17,280
Sodexo Food Coupons	1,100	13,200
Effective Gross Salary	32,540	3,90,480
Insurance *		12,000
Performance Bonus ^	-	45,000
Gratuity ^^		7,200
Cost To Company p.a.		4,54,680

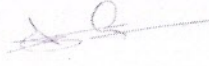
- * :Insurance
 Medclaim: Rs. 2,00,000 for Employee and 1,00,000 for legal dependents.
- ^ Personal Accident: Rs. 1,00,000 for employee only
 : Strictly on basis of employee performance & management discretion, this may range from 0 - 15% of Gross Salary. Assumed at 12.5%. Candidate, who joins on or after October 1st will not be eligible for bonus for that calendar Year.
- ^^ :Gratuity as per Gratuity Act.
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Gross Annual package and benefits can be higher or lower depending on the employee performance and contributions. This offer is subject to you providing to us the following documentation and originals that would be required for verification at the time of joining.

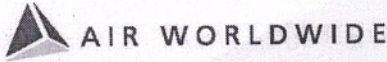
- Educational and professional certificates
- Experience certificates for all previous jobs
- Relieving letters of previous employments
- Your latest salary certificate from your employer
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For AIR Worldwide India Pvt. Ltd.


Dr. Praveen Sandri, Ph.D.
Managing Director & Sr. Vice President

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 HYDERABAD, A.P. INDIA 500032
 T: +91 40 6666 3300 ■ F: +91 40 6666 2425
 www.air-worldwide.com



25th March 2016
Mr.P.Srikanth Babu
2-737
TK Thanda
Chennaraopet,Warangal
Telangana -506122

Dear Srikanth Babu

With reference to your discussions regarding the employment opportunity with AIR Worldwide India Pvt. Ltd., we are pleased to offer you position of 'SQA Engineer I' at mutually agreed terms and conditions.

The offer is valid for **Three days** from the date of issue. A firm letter of appointment shall be issued to you on compliance of the terms and conditions as per the company policy. The Company Rules and Regulations will form part of your Contract of Employment, and your employment will be conditional upon and subject to your acceptance of these rules as currently in force and as may be amended from time to time. Your tentative joining date, as confirmed by you, is on or before 1st July 2014.

Your total Cost to Company would be about Rs. **4, 54,680** /- (Rupees Four lakhs Fifty Four Thousand Six Hundred Eighty only) per annum as described in **Annexure - I**.

This employment is under the service agreement and you will be eligible for deferred payment over and beyond the CTC that has been offered. The Deferred payment is computed at 12.5% of the stated monthly gross salary (excludes Employer PF and Sodexo passes) for every month for the next four years. The payment of which would be made in two parts. First payment would be made on the 3rd Service Anniversary and second payment on the 4th Service Anniversary as per the AIR Guidelines. The actual amount will depend on the raises that you get year on year which is purely on function of your work and contributions. The deferred payment has been brought in place to acknowledge and appreciate the employees who have chosen to work under such an arrangement.

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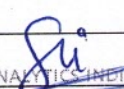
With best regards,
For AIR Worldwide India Pvt. Ltd.

Dr. Praveen Sandri, Ph.D.
Managing Director & Sr. Vice President

Acceptance:

I agree and accept the above terms and conditions and the company's rules and regulations.

Signature


: **PERISK ANALYTICS INDIA PRIVATE LIMITED**
d.b.a AIR WORLDWIDE
6-3-569/2, 3RD FLOOR, ROCKDALE, SOMAJIGUDA,
HYDERABAD, A.P. INDIA 500032
Name: +91 40 6666 3300 F: +91 40 6666 2425
www.air-worldwide.com

Date:

Annexure I

Name : **Mr.P.Srikanth Babu**
 Designation : **SQA Engineer I**

Salary Components	Monthly Amount (INR)	Annual Amount (INR)
Basic	12,000	1,44,000
HRA, Conveyance & Other Allowances	18,000	2,16,000
Employer PF Contribution	1,440	17,280
Sodexo Food Coupons	1,100	13,200
Effective Gross Salary	32,540	3,90,480
Insurance *		12,000
Performance Bonus ^	-	45,000
Gratuity ^^		7,200
Cost To Company p.a.		4,54,680


- * :Insurance
 Medclaim: Rs. 2,00,000 for Employee and 1,00,000 for legal dependents.
 Personal Accident: Rs. 1,00,000 for employee only
- ^ : Strictly on basis of employee performance & management discretion, this may range from
 0 – 15% of Gross Salary. Assumed at 12.5%. Candidate, who joins on or after October 1st will not be eligible for bonus for that calendar Year.
- ^^ :Gratuity as per Gratuity Act.
- *** :Review period from January 1st to December 31st.

Gross Annual package and benefits can be higher or lower depending on the employee performance and contributions. This offer is subject to you providing to us the following documentation and originals that would be required for verification at the time of joining.

- Educational and professional certificates
- Experience certificates for all previous jobs
- Relieving letters of previous employments
- Your latest salary certificate from your employer
- Copy of your passport and PAN

As per Company's policy, background verification including education and employment check including financials would be done through a third party agency. The Management's decision will be final while considering the reports of such verification. Your appointment will be subject to the confirmation of such verification results.

For AIR Worldwide India Pvt. Ltd.


Dr. Praveen Sandri, Ph.D.
Managing Director & Sr. Vice President

VERISK ANALYTICS INDIA PRIVATE LIMITED
 d.b.a. AIR WORLDWIDE
 6-3-569/2, 3RD FLOOR, ROCKDALE, SOMAJIGUDA,
 HYDERABAD, A.P. INDIA 500032
 T: +91 40 6666 3300 ■ F: +91 40 6666 2425
 www.air-worldwide.com

February 15th, 2016

Ms. B Sravanthi
H. No 1-9-378, ECIL Post, Kushaiguda
Hyderabad, Telangana 500062
9848642632

Dear Sravanthi,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
HR Manager

Signature:
Dated:

-Copy-

February 15th, 2016

Ms.B Sravanthi
H. No 1-9-378, ECIL Post, Kushaiguda
Hyderabad, Telangana 500062
9848642632

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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature:
Dated:

Details of Salary

Name: B Sravanthi
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
6	Provident Fund*	9,360	780
7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining us 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. Educational Qualification

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 and company policy 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, applicable as per statutory laws.

8. Health Insurance

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

9. 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.

10. Background Checks

Background checks (Address, Criminal and Education, Employment or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Address, Criminal and Education & Employment from the time the associate turned 18 till present) 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.

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.

February 15th, 2016

Mr. B Devendar
H. No 1-9-378, ECIL Post, Kushaiguda
Hyderabad, Telangana 500062
9848642632

Dear Devendar,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature:
Dated:

-Copy-

February 15th, 2016

Mr. B Devendar
H. No 1-9-378, ECIL Post, Kushaiguda
Hyderabad, Telangana 500062
9848642632

Dear Devendar,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature:
Dated:

Details of Salary

Name: B Devendar
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
6	Provident Fund*	9,360	780
7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

2. Confidentiality

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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. Educational Qualification

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 and company policy 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, applicable as per statutory laws.

8. Health Insurance

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

9. 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.

10. Background Checks

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February 15th, 2016

Ms. Amulakonda Shalini Goud
H. No 3-17/1, Indurthy,
Karimnagar, Telangana 505481
8801230090

Dear Shalini Goud,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature: *Shalini Goud*
Dated: *15 July 2016*

-Copy-

February 15th, 2016

Ms. Amulakonda Shalini Goud
H. No 3-17/1, Indurthy,
Karimnagar, Telangana 505481
8801230090

Dear Shalini Goud,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature: *Shalini Goud*
Dated: *15 July '16.*

Details of Salary

Name: Amulakonda Shalini Goud
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
6	Provident Fund*	9,360	780
7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

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4. Educational Qualification

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)

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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.

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February 15th, 2016

Mr. V Sandeep Reddy
H. No 2-227, Sangem, Thungathurthi
Nalgonda, Telangana 508222
7660051174

Dear Sandeep,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh

Moulikka Singh
HR Manager

Signature:
Dated:

Sandeep Reddy
15-7-16

-Copy-

February 15th, 2016

Mr. V Sandeep Reddy
H. No 2-227, Sangem, Thungathurthi
Nalgonda, Telangana 508222
7660051174

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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh

Moulikka Singh
HR Manager

Signature:

Dated:

Sandeep Reddy
15-7-16

Details of Salary

Name: V Sandeep Reddy
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
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8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

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Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

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6. Statutory Benefits

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February 15th, 2016

Mr. Dharavath Suresh
H. No 7-37,Ravicheru Thanda ,Velishala
Thirumalagiri, Nalgonda
9550065597

Dear Suresh,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh

Moulikka Singh
HR Manager

Signature: *Suresh Dharavath*
Dated: *15/02/2016*

-Copy-

February 15th, 2016

Mr. Dharavath Suresh
H. No 7-37,Ravicheru Thanda ,Velishala
Thirumalagiri, Nalgonda
9550065597

Dear Suresh,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh

Moulikka Singh
HR Manager

Signature: *Suresh Dharavath*
Dated: *15/02/2016*

Details of Salary

Name: Dharavath Suresh
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
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7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining us 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. Educational Qualification

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 and company policy 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, applicable as per statutory laws.

8. Health Insurance

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

9. 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.

10. Background Checks

Background checks (Address, Criminal and Education, Employment or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Address, Criminal and Education & Employment from the time the associate turned 18 till present) 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.

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February 15th, 2016

Ms. Chappidi Sowdeepya
H. No 6/83, Ceddur
Ramkuppam, Chitoor 517401
9640195883

Dear Sowdeepya,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulika Singh

Moulika Singh
HR Manager

Signature: *Sowdeepya*
Dated: *15/2/16*

-Copy-

February 15th, 2016

Ms. Chappidi Sowdeepya
H. No 6/83, Ceddur
Ramkuppam, Chittoor 517401
9640195883

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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh

Moulikka Singh
HR Manager

Signature:

Dated:

Sowdeepya
15/02/16

Details of Salary

Name: Chappidi Sowdeepya
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
6	Provident Fund*	9,360	780
7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

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February 15th, 2016

Ms. Gummadavelli Shravani
H. No 313-37, Ekkela, Eturnagaram
Warangal, Telangana 506165
8801011207

Dear Shravani,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature: *Shravani*
Dated: *15/02/16*

-Copy-

February 15th, 2016

Ms. Gummadavelli Shravani
H. No 313-37, Ekkela, Eturnagaram
Warangal, Telangana 506165
8801011207

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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature: *Shravani*
Dated: *15/2/16*

Details of Salary

Name: Gummadavelli Shravani
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
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February 15th, 2016

Mr. Akula Saidulu
H. No 7-37, Ravicheru Thanda, Velishala
Thirumalagiri, Nalgonda
8099821559

Dear Saidulu,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulika Singh
Moulika Singh
HR Manager

Signature:
Dated:

Saidulu
15-7-2016

-Copy-

February 15th, 2016

Mr. Akula Saidulu
H. No 7-37, Ravicheru Thanda, Velishala
Thirumalagiri, Nalgonda
8099821559

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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature:
Dated:

Saidulu
15-7-2016

Details of Salary

Name: Akula Saidulu
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
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C	Gross Compensation	2,40,000	18,903

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February 15th, 2016

Mr. M Mani Kanta
H. No 6/83, Ceddur
Ramkuppam, Chittoor 517401
9701640376

Dear Mani Kanta,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulika Singh

Moulika Singh
HR Manager

Signature: *Mani Kanta*
Dated: 15 July 16,

-Copy-

February 15th, 2016

Mr. M Mani Kanta
H. No 6/83, Ceddur
Ramkuppam, Chittoor 517401
9701640376

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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulika Singh

Moulika Singh
HR Manager

Signature: *Mani Kanta*
Dated: *15 July 16.*

Details of Salary

Name: M Mani Kanta
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
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3	Conveyance Allowance	9,600	800
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February 15th, 2016

Mr. A Venkatesh
H. No 2-66/1, Kothapally, Station Ghanpur
Warangal, Telangana 506301
9397963654

Dear Venkatesh,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Venish
Signature:
Dated:

-Copy-

February 15th, 2016

Mr. A Venkatesh
H. No 2-66/1, Kothapally, Station Ghanpur
Warangal, Telangana 506301
9397963654

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Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Vengal
Signature:
Dated:

Details of Salary

Name: A Venkatesh
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
6	Provident Fund*	9,360	780
7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining us 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. Educational Qualification

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 and company policy 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, applicable as per statutory laws.

8. Health Insurance

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

9. 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.

10. Background Checks

Background checks (Address, Criminal and Education, Employment or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Address, Criminal and Education & Employment from the time the associate turned 18 till present) 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.

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.

February 15th, 2016

Mr. P Sampath
H. No 2-66/1, Kothapally, Station Ghanpur
Warangal, Telangana 506301
9397963654

Dear Sampath,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature: *Sampath*
Dated:

-Copy-

February 15th, 2016

Mr. P Sampath
H. No 2-66/1, Kothapally, Station Ghanpur
Warangal, Telangana 506301
9397963654

Dear Sampath

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Position:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,


Moulikka Singh
HR Manager

Signature: 
Dated:

Details of Salary

Name: P Sampath
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
6	Provident Fund*	9,360	780
7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining us 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. Educational Qualification

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 and company policy 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, applicable as per statutory laws.

8. Health Insurance

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

9. 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.

10. Background Checks

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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.

February 15th, 2016

Mr. G Chandrakanth
H. No 1-9-378, ECIL Post, Kushaiguda
Hyderabad, Telangana 500062
8184830824

Dear Chandrakanth,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulika Singh
Moulika Singh
HR Manager

Signature: *Chandrakanth*
Dated: 15/2/16

-Copy-

February 15th, 2016

Mr. G Chandrakanth
H. No 1-9-378, ECIL Post, Kusaiguda
Hyderabad, Telangana 500062
8184830824

Dear Chandrakanth,

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:

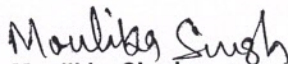
Position:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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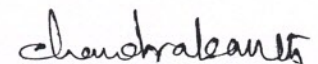
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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,


Moulikka Singh
HR Manager

Signature: 
Dated: 15/2/16

Details of Salary

Name: G Chandrakanth
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
6	Provident Fund*	9,360	780
7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

2. Confidentiality

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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. Educational Qualification

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)

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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.

February 15th, 2016

Ms. Dyamarla Chandrakala
H. No 4-10, Gummadam
Tabbair, Mahaboobnagar
9000778791

Dear Chandrakala,

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:

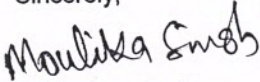
Position:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,


Moulikka Singh
HR Manager

Signature: Chandrakala
Dated: 15/2/16

-Copy-

February 15th, 2016

Ms. Dyamarla Chandrakala
H. No 4-10, Gummadam
Tabbair, Mahaboobnagar
9000778791

Dear Chandrakala,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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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 congratulate you on your appointment and wish you a long and successful career with G GK.

Sincerely,

Moulika Singh
Moulika Singh
HR Manager

Signature: *chandrakala*
Dated: 15/2/16

Details of Salary

Name: Dyamarla Chandrakala
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
5	Special Allowance	91,350	7,613
B	Standard Benefits		
6	Provident Fund*	9,360	780
7	Gratuity	3,810	317
8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

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4. Educational Qualification

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.

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9. 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.

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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.

February 15th, 2016

Mr. B Yathish
H. No 1-9-378, ECIL Post, Kushaiguda
Hyderabad, Telangana 500062
8184830824

Dear Yathish,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
Notice Period:	In case of resignation / termination of services, either party will be required to give a two month notice in writing
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 organization or any one of its associates or customers, conducts business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

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 congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulikka Singh
Moulikka Singh
HR Manager

Signature: *Yathish*
Dated: 15/07/2016

-Copy-

February 15th, 2016

Mr. B Yathish
H. No 1-9-378, ECIL Post, Kushaiguda
Hyderabad, Telangana 500062
8184830824

Dear Yathish,

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:	Trainee - Software Engineer
Grade:	G0
Date of Joining:	On or before July 15, 2016
Compensation:	Gross Compensation During the Training period of 6 months, Rs. 2, 40, 000 (Rupees Two Lakh Forty thousand only) Gross Compensation Upon successful completion of the training, Rs. 3, 50, 000 /- (Rupees Three lakh fifty thousand only)
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We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,

Moulika Singh
Moulika Singh
HR Manager

Signature: *Yathish*
Dated: 15/07/2016

Details of Salary

Name: B Yathish
Position: Trainee Software Engineer
Grade: G0

Compensation Details (INR)

Sl. No.	Particulars	Yearly	Monthly
A	Fixed Compensation		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	9,600	800
4	Medical Allowance	15,000	1,250
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8	Insurance	2,640	220
C	Gross Compensation	2,40,000	18,903

*PF will be deducted as per the statutory norms.

Terms and Conditions

1. Working Hours

The organization works 5-6 days a week, 8.5 hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders. You will be required to work 5 days a week and the 1st and 3rd Saturdays of every month till you complete 2 years of tenure in the organization.

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4. Educational Qualification

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5. Permanent Account Number (PAN)

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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.

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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.

LETTER OF INTENT

25th February 2016

To,

M Srujana Sai

Plot No-91, Flat No - 302, Old Vasavi Nagar,
Karkhana, Opp to Lotus Kids, Secunderabad

Mobile No: 8886396561

Dear **Srujana Sai**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

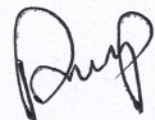
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name M Srujana Sai

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

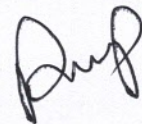
Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

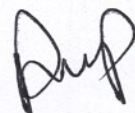
You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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



Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

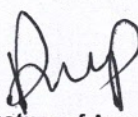
Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.


Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

You shall use the Company's resources only for official purposes.

6. Overseas Service Agreement

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

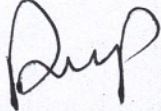
There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in full :
Signature : *M. Srinivas*
Address :
Date :
Place :

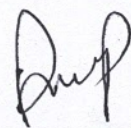

Signature of Associate

Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



 Signature of Associate

LETTER OF INTENT

25th February 2016

To,

I Shashi Kumar

1-32/1, Jadcherla, Nahari Rao, Karimnagar,

NTPC, Godavarikani

Mobile No: 9640831207

Dear **Shashi Kumar**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

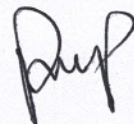
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name | Shashi Kumar
 Band | C
 Title | Associate Trainee

Grade | G1
 Role | Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

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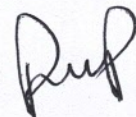
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Signature of Associate

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All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
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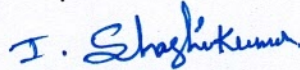
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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in full :

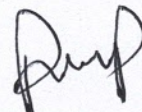
Signature :



Address :

Date :

Place :



Signature of Associate

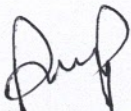
Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the

Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



Signature of Associate

LETTER OF INTENT

25th February 2016

To,

Vulsay Saipranay

2-4-335, Ambethkar Colony, TTS Road,

Kagathaznagar, Adhilabad-504296

Mobile No: 8977431234

Dear **Vulsay Saipranay**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

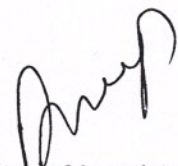
List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

Annexure - A
Salary Break up

Name Vulsay Saipranay
 Band C
 Title Associate Trainee

Grade G1
 Role Trainee


Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.


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

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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



Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.



Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

You shall use the Company's resources only for official purposes.

6. Overseas Service Agreement

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.


Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them:

Name in full :

Signature :



Address :

Date :

Place :


Signature of Associate

Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


 Signature of Associate

LETTER OF INTENT

25th February 2016

To,

Boga Mahesh

2-4-335, Ambethkar Colony, TTS Road,

Kagathaznagar, Adhilabad-504296

Mobile No: 9701048391

Dear Mahesh,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**


Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.


Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your's truly,

Apps Associates Pvt Ltd


Signature of Associate

**Annexure - A
Salary Break up**

Name Boga Mahesh
 Band C
 Title Associate Trainee

Grade G1
 Role Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.


 Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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Signature of Associate

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e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

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The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
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- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.


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Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

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The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.


Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
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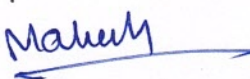
10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them:

Name in full :
Signature : 
Address :
Date :
Place :


Signature of Associate

Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.


Signature of Associate



Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

You shall use the Company's resources only for official purposes.

6. **Overseas Service Agreement**

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

7. **Intellectual Property Rights**

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in full :

Signature :

Address :

Date :

Place :



Signature of Associate

Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


 Signature of Associate

LETTER OF INTENT

25th February 2016

To,
G Devi Prasanna
9-3-59/60, Madurabasti,
Kothagudem, Khamam
Mobile No: 7032022799

Dear Devi Prasanna,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.


Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd


Signature of Associate

**Annexure - A
Salary Break up**

Name G Devi Prasanna

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.


 Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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


Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.


Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.


Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:


Name in full :

Signature :

Address :

Date :

Place :


Signature of Associate

Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the

Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



 Signature of Associate

LETTER OF INTENT

25th February 2016

To,

Singarapu Mounica

1-5-326,Bakaram,Musheerabad-500020

Mobile No: 9010003173

Dear Singarapu Mounica,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.


Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name Singarapu Mounica

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

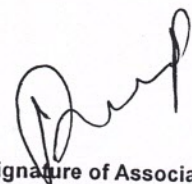
You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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Signature of Associate

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e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

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- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

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

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All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.


Signature of Associate

LETTER OF INTENT

25th February 2016

To,

Y Vikram

7-51/2, Sri Ram Nagar Colony, Kukatpally,

Hyderabad-500072

Mobile No: 9989416007

Dear **Vikram**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

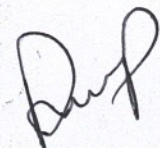
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name Y Vikram

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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



Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.



Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

You shall use the Company's resources only for official purposes.

6. Overseas Service Agreement

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakh Only)** in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

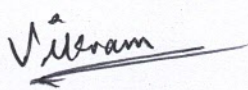
There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:


Name in full : _____

Signature : 

Address : _____

Date : _____

Place : _____


Signature of Associate

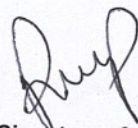
Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the

Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



Signature of Associate

LETTER OF INTENT

25th February 2016

To,

K Mrudula

3-11/1, Near Sai Baba Temple,

Dilsukh Nagar, Hyderabad

Mobile No: 9632199948

Dear Mrudula,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

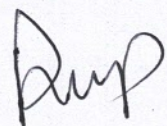
List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name K Mrudula
 Band C
 Title Associate Trainee

Grade G1
 Role Trainee

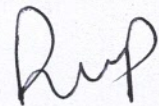
Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
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A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

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Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

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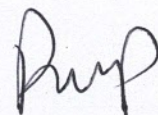
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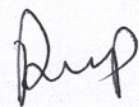
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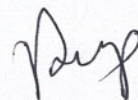
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Signature of Associate

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them:

Name in full :

Signature :

Address :

Date :

Place :



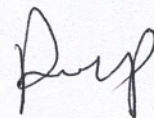
Signature of Associate

Annexure – C
CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
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8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the

Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



Signature of Associate

LETTER OF INTENT

25th February 2016

To,
Mood Vijay Bai
9-3-59/60, Mahadabad,
Narsapur, Medak
Mobile No: 7032022799

Dear Vijay,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**


Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.


Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd


Signature of Associate

**Annexure - A
Salary Break up**

Name Mood Vijay Bai

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.


 Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.


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

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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


Signature of Associate



d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization


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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.


Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

You shall use the Company's resources only for official purposes.

6. Overseas Service Agreement

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.


Signature of Associate

8. **Jurisdiction**

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

9. **Service Bond:**

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. **Shift Duties**

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. **General**

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them:

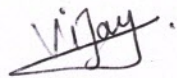
Name in full

:

Vijay Bhanu

Signature

:



Address


:

Date

:

Place

:


Signature of Associate

Annexure – C
CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


 Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
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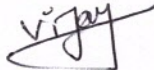
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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them:

Name in full :

Signature :



Address :

Date :

Place :


Signature of Associate

Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
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12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


 Signature of Associate

LETTER OF INTENT

25th February 2016

To,

Bolli Srilatha

Block No : 40 , Plot No : 12, JNNRUM Colony, Charla pally,

Ghatkesar Ranga Reddy 500013

Mobile No: 9908060078

Dear Srilatha,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – Please Refer Annexure A.

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.


Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd


Signature of Associate

Annexure - A
Salary Break up

Name Bolli Srilatha

Band C

Grade

G1

Title Associate Trainee

Role

Trainee


Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
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A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
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11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.


 Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

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(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

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The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.


Signature of Associate

LETTER OF INTENT

25th February 2016

To,

B Chandrashekar

1-705/1, Khansaipet,

Manthani, Karimnagar

Mobile No: 9908060078

Dear Chandrashekar,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – Please Refer Annexure A.

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With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd


Signature of Associate

Annexure - A
Salary Break up

Name B Chandrashekar

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

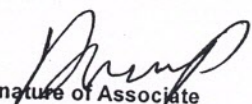
Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
	Guaranteed Pay			
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.


 Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.


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

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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


Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.


Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

You shall use the Company's resources only for official purposes.

6. **Overseas Service Agreement**

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

7. **Intellectual Property Rights**

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.


Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

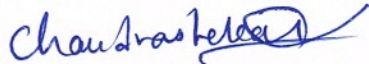
11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them:

Name in full :

Signature :



Address :

Date :

Place :


Signature of Associate



Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none">• X certificate & mark sheets• XII certificate & mark sheets• Degree certificate & Semester/year-wise mark sheets• Master's certificate & Semester/ year-wise mark sheets• Diploma / PG Diploma certificates & Transcripts, if any.• Any other certificates with supporting documents, if any.		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


Signature of Associate

LETTER OF INTENT

25th February 2016

To,

M Sampath

2-32, Bonthagattu, Nagaram,

Narmetta, Warangal-506145

Mobile No: 8106382721

Dear **Sampath**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

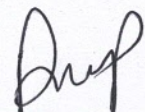
List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name M Sampath

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

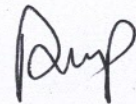
Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
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6	Professional Development		6,000	72,000
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8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
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B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

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Signature of Associate

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- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

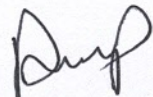
Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.



Signature of Associate

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Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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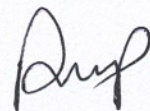
6. Overseas Service Agreement

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All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
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- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

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There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them:

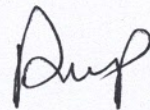
Name in full :

Signature :

Address :

Date :

Place :

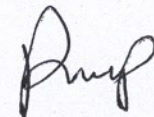


Signature of Associate

Annexure – C
CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



Signature of Associate

LETTER OF INTENT

25th February 2016

To,

Y Ramudu

1-36, Lakkasagaram,
Krishnagiri, Kurnool-518225

Mobile No: 8096267032

Dear **Ramudu**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

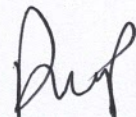
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

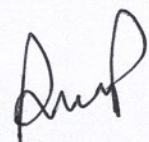
List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

Annexure - A
Salary Break up

Name Y Ramudu

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

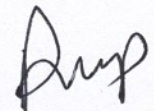
Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
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A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
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C	Benefits			
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**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

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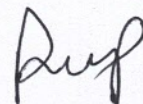
You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

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Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

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- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

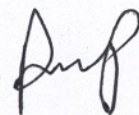
Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.



Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

You shall use the Company's resources only for official purposes.

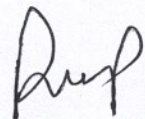
6. Overseas Service Agreement

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.

**Signature of Associate**

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakh Only)** in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

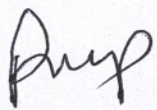
Name in full :

Signature :

Address :

Date :

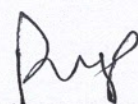
Place :


Signature of Associate

Annexure – C
CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


 Signature of Associate



apps associates
extreme expertise

LETTER OF INTENT

25th February 2016

To,

A V Anoop Raj

Plot No-91, Flat No - 302, Old Vasavi Nagar,
Karkhana, Opp to Lotus Kids, Secunderabad

Mobile No: 8886396561

Dear Anoop Raj,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – Please Refer Annexure A.


Your employment with us will be governed by the "Terms and Conditions" as applicable to all the employees of Apps Associates Pvt Ltd. Please Refer Annexure – B.

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016**.

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.


Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate



Annexure - A
Salary Break up

Name A V Anoop Raj
Band C
Title Associate Trainee

Grade G1
Role Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
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5	Medical Allowance		1,250	15,000
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A	Total Gross Pay (A)		24,433	293,200
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10	Company Performance Linked*			
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C Benefits				
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
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Signature of Associate

Find below the details of your Point of Contacts in:

A) Kelly:

Name: **Mr. Sharath**

Email ID: **Sharath_babu@kellyservices.co.in**

Contact Number: **040-44504444**

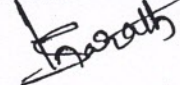
Post your confirmation on the Date of joining, you will be informed about your induction. Below mentioned are the documents that you would have to carry at the time of your induction:

1. Four passport size photographs
2. Education Proof.
3. Photo copy of PAN Card.
4. Medical fitness certificate
5. Age Proof
6. Address proof
7. Signed copy of resume
8. Experience/Reliving letter from the last organization.

We wish you success and growth in your new environment.
Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.

LETTER OF INTENT

25th February 2016

To,

L Nagarani

Plot No-91, Flat No - 302, Old Vasavi Nagar,

Karkhana, Opp to Lotus Kids, Secunderabad

Mobile No: 8886396561

Dear **Nagarani**,

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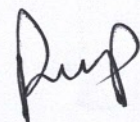
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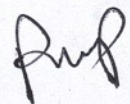
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Your' s truly,

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Signature of Associate

**Annexure - A
Salary Break up**

Name L Nagarani

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

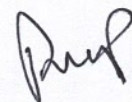
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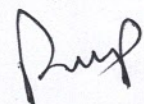
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- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

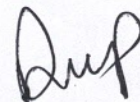
Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.



Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

You shall use the Company's resources only for official purposes.


6. Overseas Service Agreement

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakh Only)** in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

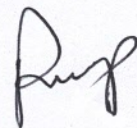
Name in full :

Signature :

Address :

Date :

Place :



Signature of Associate

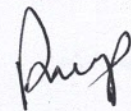
Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the

Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



Signature of Associate

LETTER OF INTENT

25th February 2016

To,

J Ganesh

9-3-59/60, Madurabasti,

Kothagudem, Khamam

Mobile No: 7893977478

Dear **Ganesh**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

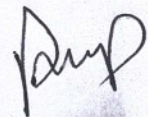
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

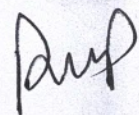
List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name J Ganesh

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

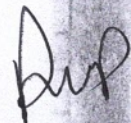
Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

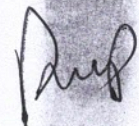
You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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



Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

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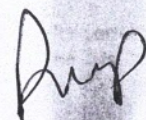
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Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

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You shall use the Company's resources only for official purposes.

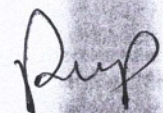
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As the Company will be spending substantial amount of time and money for your deputation /secondment abroad, you will be required to sign a deputation agreement with the Company and also execute a Surety Bond on such terms, as the Company may deem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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them:

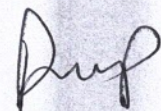
Name in full :

Signature :

Address :

Date :

Place :

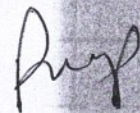
**Signature of Associate**

Annexure – C
CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
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7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the

Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


Signature of Associate

LETTER OF INTENT

25th February 2016

To,
L Avilash
H.No. 1-1-131/132, Peddapalli, Karimnagar
Warangal-505172
Mobile No: 8886396561

Dear Avilash,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

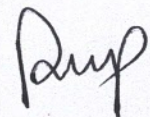
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

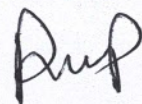
List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name L Avilash

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

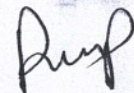
Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
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8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

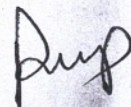
You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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



Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

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

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- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

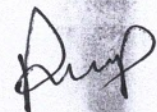
Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.



Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

You shall use the Company's resources only for official purposes.

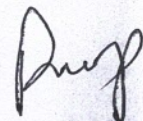
6. Overseas Service Agreement

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakh Only)** in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:


Name in full :

Signature :

Address :

Date :

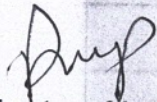
Place :


Signature of Associate

Annexure – C
CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


Signature of Associate

LETTER OF INTENT

25th February 2016

To,

K Nithin

4-67, Kambalapally,

Mahabubabad, Warangal-506145

Mobile No: 7569264694

Dear Nithin,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

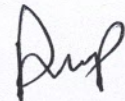
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

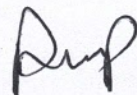
List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name K Nithin

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

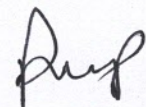
Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ###			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.


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

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

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Signature of Associate

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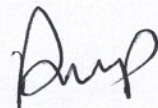
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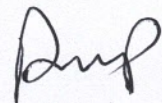
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The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

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- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakh Only)** in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
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The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

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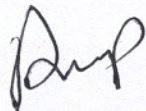
Name in full :

Signature :

Address :

Date :

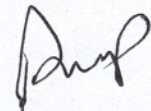
Place :


Signature of Associate

Annexure – C
CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
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11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



Signature of Associate

LETTER OF INTENT

25th February 2016

To,

K Ramesh

91-20/1, Nadnoor,

Vateepalli, Mahaboob Nagar

Mobile No: 8498830838

Dear **Ramesh**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

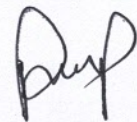
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.



Signature of Associate

On the day of your joining you are required to submit the following:

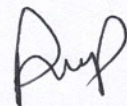
List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name K Ramesh

Band C

Grade
Role

G1
Trainee

Title Associate Trainee


Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
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7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

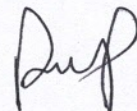
You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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



Signature of Associate

d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

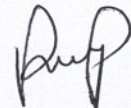
Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.



Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

You shall use the Company's resources only for official purposes.

6. Overseas Service Agreement

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

7. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of **Rs. 2,00,000/- (Rupees Two Lakh Only)** in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.


10. Shift Duties

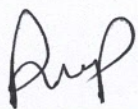
There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

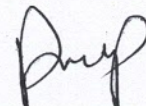
Name in full :
Signature : 
Address :
Date :
Place :


Signature of Associate

Annexure – C
CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.



Signature of Associate

LETTER OF INTENT

25th February 2016

To,

K Swetha

91-20/1, Nadnoor,

Vateepalli, Mahaboob Nagar

Mobile No: 8498830838

Dear **Swetha**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – **Please Refer Annexure A.**

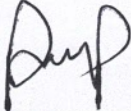
Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. **Please Refer Annexure – B.**

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016.**

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.


Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

Annexure - A
Salary Break up

Name K Swetha

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
Guaranteed Pay				
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.



Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

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You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

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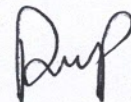
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Signature of Associate

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

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

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You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

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Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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7. Intellectual Property Rights

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The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.



Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

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There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

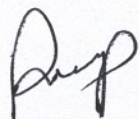
Name in full :

Signature :

Address :

Date :

Place :

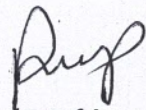

Signature of Associate

Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


 Signature of Associate



apps associates
extreme expertise

LETTER OF INTENT

25th February 2016

To,

K Bharath Kumar

Block No : 40 , Plot No : 12, JNNRUM Colony, Charla pally,

Ghatkesar Ranga Reddy 500013

Mobile No: 8885510301

Dear **Bharath**,

With reference to your interview with us during the Campus Hiring in the month of Jan 2015, we are pleased to offer you the position as an **Associate Trainee, Band – C, Grade – G1** at our Hyderabad Office. Your Cost to the Company will be **Rs.3,50,031/-** per annum (Rupees Three Lakh Fifty Thousand Thirty One only) – Please Refer Annexure A.

Your employment with us will be governed by the "Terms and Conditions" as applicable to all the employees of Apps Associates Pvt Ltd. Please Refer Annexure – B.

Your employment will be subject to an initial probation period of 6 months from the date of joining.

If you agree to these terms, please do share your **written acceptance** via e-mail on or before **Mon, 18th July 2016**.

Your date of joining will be communicated shortly; College hires are usually on-boarded in batches for training during the second half of the year.

You will be issued a detailed appointment letter on your On-boarding.


Signature of Associate

On the day of your joining you are required to submit the following:

List of Documents mentioned in Annexure – C (Enclosed)

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

With Best Wishes

Your' s truly,

Apps Associates Pvt Ltd



Signature of Associate

**Annexure - A
Salary Break up**

Name K Bharath Kumar

Band C

Grade

G1

Title Associate Trainee

Role

Trainee

Sl.No	Description		Monthly (Rs.)	Annualized (Rs.)
	Guaranteed Pay			
1	Basic	40%	9,773	117,276
2	HRA		3,909	46,908
3	Conveyance		800	9,600
4	Children Education Allowance		200	2,400
5	Medical Allowance		1,250	15,000
6	Professional Development		6,000	72,000
7	Food Allowance		2,200	26,400
8	Special Allowance		301	3,616
A	Total Gross Pay (A)		24,433	293,200
9	Performance Linked Incentive*			
10	Company Performance Linked*			
B	Variable pay	10%		29,320
C	Benefits			
11	Company PF Contribution**		1,173	14,073
12	Group Medical Insurance Premium***			7,800
13	Gratuity ##			5,638
	Total Benefits (C)			27,511
D	CTC (A+B+C = D)			350,031

**Company contribution to Provident Fund is restricted @ 12% on the maximum salary of Rs.15,000/-

***Group Medical Insurance Premium: Associate will be required to bear 70% of the premium towards the Parental Insurance (ONLY)

##Gratuity is subject to the rule referred in the Payment of Gratuity Act, 1972

Note: All the above mentioned are subject to changes based on the statutory regulation of the country and on the discretion of the management.


 Signature of Associate

Annexure - B

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Apps Associates Pvt. Ltd or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

(c) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

3. Termination of employment

a) Either party can terminate this employment by serving a notice of minimum 30 days during probation and a notice period of 60 days once the probation is confirmed. However, if approved by the Company, an associate may surrender leave to his / her credit or pay salary (basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.

b) In case of Associates who are governed by service agreements for serving a minimum stipulated period, the associate can exercise option under the clause 3(a) only on their completion of the stipulated service period agreed to and provided therein.

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


Signature of Associate



d) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

e) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

4. Statement of Facts

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

The organization will recover any excess payments made to the associates.

5. Restraints

Access to Information

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

Escalation / Exception Reporting

- A set of areas/jobs to be carried out by each function/department will be decided.
- For each area/job - a suitable policy will be formulated/evolved.
- For every policy - standards of measurement will be laid down.
- Goals for year/quarter/month will be periodically reviewed.
- Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait till review meeting.
- Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.


Signature of Associate

Unauthorized Software

You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems without the approval of your manager.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed in all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your manager. There are two types of gate pass: (a) Returnable (b) Non-returnable.

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

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

You shall use the Company's resources only for official purposes.

6. **Overseas Service Agreement**

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

7. **Intellectual Property Rights**

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company.

The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company.


Signature of Associate

8. Jurisdiction

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

9. Service Bond:

- a) You will have to sign a bond with us to serve the company for a period of 2 years from the date of joining. In case of breach of the bond you will be liable to pay an amount of Rs. 2,00,000/- (Rupees Two Lakh Only) in lieu of the Training Cost incurred to Apps Associates Pvt Ltd.
- b) You will be required to work in any of the Skill sets.
- c) You will be required to execute a Service agreement as & when required by the company in case of sponsoring you for Onsite assignments or Training & Offshore Training.
- d) Time to time employees will be obligated to sign "Customer related confidential agreements", non-compete agreements, training agreements, etc.

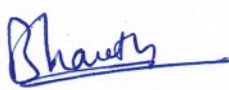
10. Shift Duties

There could be change of shift timings at the discretion of Head of the Dept. (HOD), which may be applicable to all the associates at different levels. Based on customer/business requirements, an associate has to work in shifts and days including Saturdays/Sundays as notified by management. Our working days are from Monday to Friday.

11. General

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

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in full :
Signature : 
Address :
Date :
Place :


Signature of Associate

Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none"> • X certificate & mark sheets • XII certificate & mark sheets • Degree certificate & Semester/year-wise mark sheets • Master's certificate & Semester/ year-wise mark sheets • Diploma / PG Diploma certificates & Transcripts, if any. • Any other certificates with supporting documents, if any. 		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.

Signature of Associate

Date: 22/04/2016

M Ravindra Reddy
Hyderabad

Sub: Appointment Letter -Reg.

Dear Ravindra Reddy,

With reference to the discussions we had with you, we, on behalf of AKHIL CONSTRUCTIONS, are pleased to inform you that you have been appointed to the position of "Site Engineer" and invite you to join AKHIL CONSTRUCTIONS family.

Your Cost to the Company (CTC) would be **Rs. 3, 00,000 (Three Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for **Six Months**. You will abide by the rules and regulations of the company as may be in force from time to time.

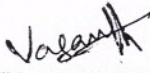
We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before **8th August** in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the AKHIL CONSTRUCTIONS family.

Thanking You.

For [AKHIL CONSTRUCTIONS]


[VASANT KUMAR]
Human Resources

Employment Offer Accepted


(Employee Name)

Date: 22/04/2016

G Ganesh
Hyderabad

Sub: Appointment Letter-Reg.

Dear Ganesh,

With reference to the discussions we had with you, we, on behalf of AKHIL CONSTRUCTIONS, are pleased to inform you that you have been appointed to the position of "Site Engineer" and invite you to join AKHIL CONSTRUCTIONS family.

Your Cost to the Company (CTC) would be Rs. 3, 00,000 (Three Lakhs Only) Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

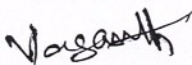
We welcome you aboard and the detailed appointment letter will be given to you at the time of joining. We expect you to join on or before 8th August in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the AKHIL CONSTRUCTIONS family.

Thanking You.

For [AKHIL CONSTRUCTIONS]



[VASANT KUMAR]
Human Resources

Employment Offer Accepted

G. Ganesh
(Employee Name)

Date: 22/04/2016

J Naresh
Hyderabad

Sub: Appointment Letter-Reg.

Dear Naresh,

With reference to the discussions we had with you, we, on behalf of **AKHIL CONSTRUCTIONS**, are pleased to inform you that you have been appointed to the position of "Site Engineer" and invite you to join **AKHIL CONSTRUCTIONS** family.

Your Cost to the Company (CTC) would be **Rs. 3, 00,000 (Three Lakhs Only)** Per annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

On joining the company you shall be on probation for **Six Months**. You will abide by the rules and regulations of the company as may be in force from time to time.

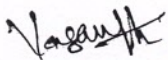
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The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the **AKHIL CONSTRUCTIONS** family.

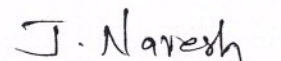
Thanking You.

For [AKHIL CONSTRUCTIONS]



[VASANT KUMAR]
Human Resources

Employment Offer Accepted


(Employee Name)



Appointment Letter

Dear B Sindhuja,

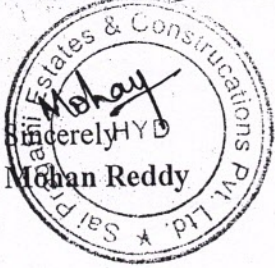
We are pleased to inform you that you have been appointed to the position of "Stadd.Pro Analyst" at Sai Pragathi Estates & Constructions Pvt. Ltd.

Your Cost to the Company (CTC) would be **Rs. 2, 40,000 (Two Lakhs Forty Thousand Only)** Per annum.

You are required to join us on the **08th August, 2016**. On joining the company you shall be on probation for **Three Months**. You will abide by the rules and regulations of the company as may be in force from time to time.

If you wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not hear from you within the mentioned date, this offer will stand automatically withdrawn.

We are looking forward to your response.





Appointment Letter

Dear J Vinod,

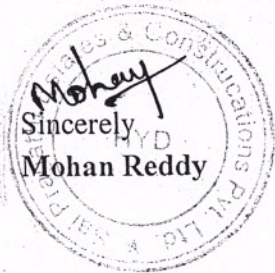
We are pleased to inform you that you have been appointed to the position of "Stadd.Pro Analyst" at Sai Pragathi Estates & Constructions Pvt. Ltd.

Your Cost to the Company (CTC) would be Rs. 2, 40,000 (Two Lakhs Forty Thousand Only) Per annum.

You are required to join us on the 08th August, 2016. On joining the company you shall be on probation for Three Months. You will abide by the rules and regulations of the company as may be in force from time to time.

If you wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not hear from you within the mentioned date, this offer will stand automatically withdrawn.

We are looking forward to your response.


Sincerely
Mohan Reddy



Appointment Letter

Dear A Ramesh,

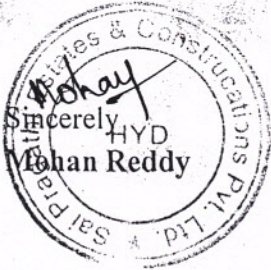
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If you wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not hear from you within the mentioned date, this offer will stand automatically withdrawn.

We are looking forward to your response.





01/03/2017

Offer Letter

Dear D Srikanth,

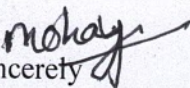
We are pleased to inform you that you have been appointed to the position of “**Stadd.Pro Analyst**” at **Sai Pragathi Estates & Constructions Pvt. Ltd.**

Your Cost to the Company (CTC) would be **Rs. 2, 40,000 (Two Lakhs Forty Thousand Only)** Per annum.

You are required to join us on the **25th July, 2017**. On joining the company you shall be on probation for **Three Months**. You will abide by the rules and regulations of the company as may be in force from time to time.

If you wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not hear from you within the mentioned date, this offer will stand automatically withdrawn.

We are looking forward to your response.


Sincerely
Mohan Reddy



Appointment Letter

Dear R Beeku,

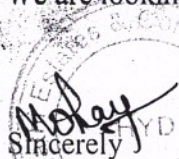
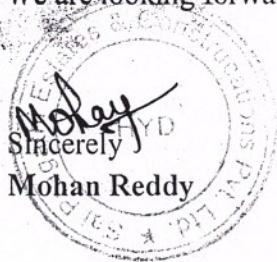
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Your Cost to the Company (CTC) would be **Rs. 2, 40,000 (Two Lakhs Forty Thousand Only)** Per annum.

You are required to join us on the **08th August, 2016**. On joining the company you shall be on probation for **Three Months**. You will abide by the rules and regulations of the company as may be in force from time to time.

If you wish to discuss the details of your employment terms, please get in touch with the undersigned. In the event that we do not hear from you within the mentioned date, this offer will stand automatically withdrawn.

We are looking forward to your response.


Sincerely
Mohan Reddy


Date: Feb 15, 2016

To,

Vulchey Priyanka,
D/o Ramulu
H.No : 8-6, Mamidipally, Konaraope
Karimnagar - 505301

Dear Priyanka,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

During your term as an intern with Manomay, you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside the company. In addition, you agree that, upon conclusion of your Internship with our company, you will immediately return to the company all of its property, equipment's and documents including electronically stored information.

Other Details:-

Working Hours:- 5 days a week ie from Mon – Friday from 10:00 AM to 07:00 PM.

Stipend Amount:- 8000/- per month.

Deductions:- You will be paid only for the days worked and any leaves/permissions availed during this period would be deducted on a pro rata basis. Also note that consecutive leaves taken on Friday and / or Monday would be inclusive of Saturday and Sunday and you will not be paid for that Saturday and Sunday.

Ex: If you take a leave on Friday and then the following Monday, then it will be treated as a 4 day leave and you will not be paid for that Saturday and Sunday either.

Leaves:- No paid leaves during your tenure as an Intern

Notice Period:- 2 weeks' notice during the tenure



Internship ends in the month of May 2016 or after your successful completion of your B. Tech final exams whichever is earlier. On completion of your internship, your performance will be reviewed

and if found satisfactory, your employment will be confirmed as "Business Analyst – Trainee". The terms would be reviewed and you would be given a employment contract letter with a bond applicable for a term of 2 years.

I hope that your association with the company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning a scanned copy via email to me. If you have any question, please do not hesitate to contact me.

Regards

Neelima

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Neelima Penumatsa
Sr.Business Analyst



Manomay Consultancy Services

| D +91 (40) 2754 7858 | M +91 77 99 77 78 79 |
| US VOIP +1 (813) 333 2725 | www.manomay.biz

Date: Feb 15, 2016

To,

Kanuganti Mamatha,
D/o Rama Swamy
6-14/3, Uppugadda, Kolanpak,
Aler, Nalgonda - 508101

Dear Mamatha,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

During your term as an intern with Manomay, you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside the company. In addition, you agree that, upon conclusion of your Internship with our company, you will immediately return to the company all of its property, equipment's and documents including electronically stored information.

Other Details:-

Working Hours:- 5 days a week ie from Mon – Friday from 10:00 AM to 07:00 PM.

Stipend Amount:- 8000/- per month.

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I hope that your association with the company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning a scanned copy via email to me. If you have any question, please do not hesitate to contact me.

Regards

Neelima

--

Neelima Penumatsa
Sr.Business Analyst



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| US VOIP +1 (813) 333 2725 | www.manomay.biz

Date: Feb 15, 2016

To,

Mohammad Sohail,
S/o G.S.Azeem
H.No: 1-1-565/507, F.no-507
Raghavendra Apartments,
Gandhinagar
Bakaram,
Hyderabad-500020

Dear Sohail,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Other Details:-

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Stipend Amount:- 8000/- per month.

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Regards

Neelima

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Neelima Penumatsa
Sr.Business Analyst



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| US VOIP +1 (813) 333 2725 | www.manomay.biz

Date: Feb 15, 2016

To,

Aemula Sandhya,
D/o Narasimha
H.No : A-104
Kothur, Kandikur ,
Ranga Reddy

Dear Sandhya,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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I hope that your association with the company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning a scanned copy via email to me. If you have any question, please do not hesitate to contact me.

Regards

Neelima

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Neelima Penumatsa
Sr.Business Analyst



Manomay Consultancy Services

| D +91 (40) 2754 7858 | M +91 77 99 77 78 79 |

| US VOIP +1 (813) 333 2725 | www.manomay.biz

Date: Feb 15, 2016

To,

P Srikanth,
S/o Lingaiah
H.No: 3/32, Boduppal
Hyderabad-500088

Dear Srikanth,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Sr.Business Analyst



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Date: Feb 15, 2016

To,

Boja Vamshidar,
S/o Anjaneyulu
H.No : A-104
Kothur, Kandikur ,
Ranga Reddy

Dear Vamshidar,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date: Feb 15, 2016

To,

G Komal Rayal,
S/o Shankar
H.No: 2-21/1, Vinay
Sangampally,
Karimnagar

Dear Komal,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date: Feb 15, 2016

To,

Narsapur Chaya Devi,
D/o Narasinga Rao
H.No : 25-89/3,
Malkajgiri, Hyderabad

Dear Chaya Devi,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date: Feb 15, 2016

To,

C M Hari Prasad,
S/o Jayappa
H.No : 2-104/c
Uparpally, Bireddy,
Chittoor, Andhra
Pradesh

Dear Hari Prasad,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date: Feb 15, 2016

To,

Jakkula Indra Sena,
S/o Lingaiah
H.No : 2-1 Munugode,
Nalgonda - 508244

Dear Indra Sena,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date: Feb 15, 2016

To,

Ayyabhavi Kiran Yadav,
S/o Chandramouli
H.No : 2-24/15,
Chagal ,Station Ghanapur,
Warangal - 506301

Dear Kiran,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date: Feb 15, 2016

To,

Embadi Mahesh,
S/o Jayappa
H.No : 2-21/1,
Vinaysangampally,
Karimnagar

Dear Mahesh,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date: Feb 15, 2016

To,

G Vijay,
S/o Chandar Rao
H.No: 1-24, Slimaram,
Kothapet Post,
Khamam

Dear Vijay,

Sub: - Offer Letter for Internship

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Date: Feb 15, 2016

To,

G Uday,
S/o Venkanna
H.No: 2-35, Koripelly,
Kodakondla, Warangal

Dear Uday,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date: Feb 15, 2016

To,

B Aruna,
D/o Munneppa
H.No : 1-2-87,
Ganjipate, Gadwal ,
Mahaboob Nagar -
509125

Dear Aruna,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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and if found satisfactory, your employment will be confirmed as "Business Analyst – Trainee". The terms would be reviewed and you would be given a employment contract letter with a bond applicable for a term of 2 years.

I hope that your association with the company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning a scanned copy via email to me. If you have any question, please do not hesitate to contact me.

Regards

Neelima

--

Neelima Penumatsa
Sr.Business Analyst



Manomay Consultancy Services
| D +91 (40) 2754 7858 | M +91 77 99 77 78 79 |
| US VOIP +1 (813) 333 2725 | www.manomay.biz

Date: Feb 15, 2016

To,

B Akshay Raj,
S/o Venkata Raghava Rao
H.No: 1-1-565/507, F.no-507
Raghavendra Apartments,
Gandhinagar
Bakaram,
Hyderabad-500020

Dear Akshay Raj,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

During your term as an intern with Manomay, you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside the company. In addition, you agree that, upon conclusion of your Internship with our company, you will immediately return to the company all of its property, equipment's and documents including electronically stored information.

Other Details:-

Working Hours:- 5 days a week ie from Mon – Friday from 10:00 AM to 07:00 PM.

Stipend Amount:- 8000/- per month.

Deductions:- You will be paid only for the days worked and any leaves/permissions availed during this period would be deducted on a pro rata basis. Also note that consecutive leaves taken on Friday and / or Monday would be inclusive of Saturday and Sunday and you will not be paid for that Saturday and Sunday.

Ex: If you take a leave on Friday and then the following Monday, then it will be treated as a 4 day leave and you will not be paid for that Saturday and Sunday either.

Leaves:- No paid leaves during your tenure as an Intern

Notice Period:- 2 weeks' notice during the tenure



Internship ends in the month of May 2016 or after your successful completion of your B. Tech final exams whichever is earlier. On completion of your internship, your performance will be reviewed

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Date: Feb 15, 2016

To,

B Jagadeesh,
S/o Srinivas Rao
H.No: 1-23, Water
Tank Road, Kakaravai,
Vasthavai, Krishna

Dear Jagadeesh,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable.

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Date: Feb 15, 2016

To,

N Hemanth Sagar,
S/o Nagaraju
H.No: 1-1-131/132, Sai
Pragathi Nagar, Ghatkesar
Hyderabad-500088

Dear Hemanth,

Sub: - Offer Letter for Internship

On behalf of Manomay Consultancy Services (India) Private Limited (the "Company"), I am pleased to extend to you this offer of temporary employment as an intern. During this period you will be given an opportunity to do a project in our company which is in line with our organizational requirement which can benefit us mutually. If you accept this offer, you will begin your internship with the company on **Feb 18, 2016** and you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our IT Policy, policies prohibiting discrimination and harassment and others as applicable

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Date of Issue: 10/03/2016

Dear Kumara Chandra Shekar,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

Your annual CTC will be Rs. 2,15,772/- Please find below the breakup of your Salary.

Basic Salary	8,600
HRA	3,440
Conveyance	800
Medical Allow	1,250
Other Allowance	2,429
Total Gross Salary	16,519
Employer's Cont to PF	1,170
Employer's Cont to ESIS	0
Statutory bonus	292
Total (CTC)	17,981
PF	1,032
ESIS	0
PT	150
Insurance	337
Total Deduction	1,519
Net Take home	15,000
Annual CTC	215,772

"This letter is deemed to be offer letter and would be valid only if the BGC (Background Checking) results are positive". In case the BGC is found to be negative your services shall be terminated suo-moto in that instant and no notice etc. shall be mandated, however without prejudice to the full and final payment which may be due."

Find below the details of your Point of Contacts in:

A) Kelly:

Name: Mr. Sharath

Email ID: Sharath_babu@kellyservices.co.in

Contact Number: 040-44504444

Post your confirmation on the Date of joining, you will be informed about your induction. Below mentioned are the documents that you would have to carry at the time of your induction:

1. Four passport size photographs
2. Education Proof.
3. Photo copy of PAN Card.
4. Medical fitness certificate
5. Age Proof
6. Address proof
7. Signed copy of resume
8. Experience/Reliving letter from the last organization.

We wish you success and growth in your new environment.
Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear B Rahul,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

Your annual CTC will be Rs. 2,15,772/- Please find below the breakup of your Salary.

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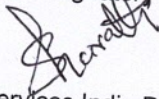
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We wish you success and growth in your new environment.
Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear G Purnachander,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

Your annual CTC will be Rs. **2,15,772/-** Please find below the breakup of your Salary.

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Name: **Mr. Sharath**

Email ID: **Sharath_babu@kellyservices.co.in**

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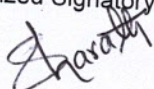
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We wish you success and growth in your new environment.
Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear CH Kiran Kumar,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

Your annual CTC will be Rs. 2,15,772/- Please find below the breakup of your Salary.

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Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear P Sai Prakash,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

Your annual CTC will be Rs. 2,15,772/- Please find below the breakup of your Salary.

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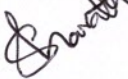
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Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear Chitti Babu,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

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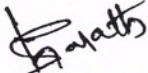
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With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear Kurapati Amshudhar,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

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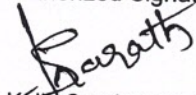
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Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear Anchuri Abhilash,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

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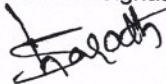
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With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear Narmada,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

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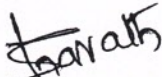
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Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear Sushma,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

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Contact Number: **040-44504444**

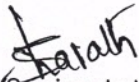
Post your confirmation on the Date of joining, you will be informed about your induction. Below mentioned are the documents that you would have to carry at the time of your induction:

1. Four passport size photographs
2. Education Proof.
3. Photo copy of PAN Card.
4. Medical fitness certificate
5. Age Proof
6. Address proof
7. Signed copy of resume
8. Experience/Reliving letter from the last organization.

We wish you success and growth in your new environment.
Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear Venkata Prasad,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

Your annual CTC will be Rs. 2,15,772/- Please find below the breakup of your Salary.

Basic Salary	8,600
HRA	3,440
Conveyance	800
Medical Allow	1,250
Other Allowance	2,429
Total Gross Salary	16,519
Employer's Cont to PF	1,170
Employer's Cont to ESIS	0
Statutory bonus	292
Total (CTC)	17,981
PF	1,032
ESIS	0
PT	150
Insurance	337
Total Deduction	1,519
Net Take home	15,000
Annual CTC	215,772

"This letter is deemed to be offer letter and would be valid only if the BGC (Background Checking) results are positive". In case the BGC is found to be negative your services shall be terminated suo-moto in that instant and no notice etc. shall be mandated, however without prejudice to the full and final payment which may be due."

Find below the details of your Point of Contacts in:

A) Kelly:

Name: **Mr. Sharath**

Email ID: **Sharath_babu@kellyservices.co.in**

Contact Number: **040-44504444**

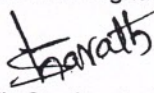
Post your confirmation on the Date of joining, you will be informed about your induction. Below mentioned are the documents that you would have to carry at the time of your induction:

1. Four passport size photographs
2. Education Proof.
3. Photo copy of PAN Card.
4. Medical fitness certificate
5. Age Proof
6. Address proof
7. Signed copy of resume
8. Experience/Reliving letter from the last organization.

We wish you success and growth in your new environment.
Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



Date of Issue: 10/03/2016

Dear Sri Ramulu,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

Your annual CTC will be Rs. 2,15,772/- Please find below the breakup of your Salary.

Basic Salary	8,600
HRA	3,440
Conveyance	800
Medical Allow	1,250
Other Allowance	2,429
Total Gross Salary	16,519
Employer's Cont to PF	1,170
Employer's Cont to ESIS	0
Statutory bonus	292
Total (CTC)	17,981
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Insurance	337
Total Deduction	1,519
Net Take home	15,000
Annual CTC	215,772

"This letter is deemed to be offer letter and would be valid only if the BGC (Background Checking) results are positive". In case the BGC is found to be negative your services shall be terminated suo-moto in that instant and no notice etc. shall be mandated, however without prejudice to the full and final payment which may be due."

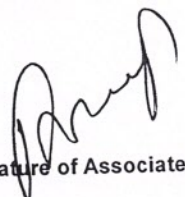


Annexure – C

CHECKLIST

Sl.No	Particulars	Yes	No
1.	Please bring a copy of the following certificates along with the originals supporting your educational qualifications and mark sheets. (Originals for verification only) <ul style="list-style-type: none">• X certificate & mark sheets• XII certificate & mark sheets• Degree certificate & Semester/year-wise mark sheets• Master's certificate & Semester/ year-wise mark sheets• Diploma / PG Diploma certificates & Transcripts, if any.• Any other certificates with supporting documents, if any.		
2.	Duly signed Apps Associates offer letter – 2 copies		
3.	Color passport size photograph (white background) – 4 copies		
4.	Valid passport (Please submit copy of the valid passport (first, ECNR, last pages). In case if you did not apply please submit the proof of Passport office submission ticket. Upon receipt of Passport from Passport office, please submit the documents to HR Department)		
5.	PAN card and Proof of PAN Number You must carry and provide your PAN card copy. Please note that it is mandatory to provide the PAN for processing of your payroll and no payments on account of salaries can be made without a PAN number		
6.	Medical fitness certificate issued by a qualified Medical Practitioner of government/private hospital in the specified format		
7.	Offer / Appointment letter from the company last worked		
8.	Appraisal / Hike letter from the company last worked		
9.	Relieving Letter from the company last worked (original for verification)		
10.	Copy of the pay slip for the past three months		
11.	Tax Deducted at Source certificate (Form 16) from your current employer.		
12.	Experience letters of all the previous companies worked		
13.	Resume		
14.	Interview Assessment Sheet (by HR)		

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the Copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.


Signature of Associate



Date of Issue: 10/03/2016

Dear Prapul Kumara Reddy,

Greetings from Kelly Services!

We are pleased to inform you that you have been selected and offered the position of "Intern" at Hyderabad and your DOJ 08/08/2016

Your annual CTC will be Rs. 2,15,772/- Please find below the breakup of your Salary.

Basic Salary	8,600
HRA	3,440
Conveyance	800
Medical Allow	1,250
Other Allowance	2,429
Total Gross Salary	16,519
Employer's Cont to PF	1,170
Employer's Cont to ESIS	0
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Total (CTC)	17,981
PF	1,032
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PT	150
Insurance	337
Total Deduction	1,519
Net Take home	15,000
Annual CTC	215,772

"This letter is deemed to be offer letter and would be valid only if the BGC (Background Checking) results are positive". In case the BGC is found to be negative your services shall be terminated suo-moto in that instant and no notice etc. shall be mandated, however without prejudice to the full and final payment which may be due."

Find below the details of your Point of Contacts in:

A) Kelly:

Name: Mr. Sharath

Email ID: Sharath_babu@kellyservices.co.in

Contact Number: 040-44504444

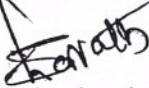
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2. Education Proof.
3. Photo copy of PAN Card.
4. Medical fitness certificate
5. Age Proof
6. Address proof
7. Signed copy of resume
8. Experience/Reliving letter from the last organization.

We wish you success and growth in your new environment.
Please do not hesitate to call us, if you need any assistance.

With all good wishes!

Authorized Signatory



Kelly Services India Pvt. Ltd.



ece dept <ecehod@kpritech.ac.in>

Fwd: Re: AO Tax - N Ramoji Rao- Offer Letter - Tax Consultant Position

message

Thu, Dec 8, 2016 at 11:15 PM

kamidi samatha <kamidi.samatha6@gmail.com>
To: ecehod@kpritech.ac.in

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

From: "N Ramoji rao" <nadigotturamojirao17@gmail.com>
Date: Dec 8, 2016 11:13 PM
Subject: Fwd: Re: AO Tax - N Ramoji Rao- Offer Letter - Tax Consultant Position
To: <Kamidi.samatha6@gmail.com>
Cc:

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

From: "N Ramoji rao" <nadigotturamojirao17@gmail.com>
Date: 07-Oct-2016 9:25 pm
Subject: Re: AO Tax - N Ramoji Rao- Offer Letter - Tax Consultant Position
To: "Priyadarshan - AO Tax" <priyadarshan@aotax.com>
Cc:

Dear Priyadarshan-

Thank you sir for giving me this opportunity.

Regards
Ramojirao.N

On Fri, Oct 7, 2016 at 3:57 AM, Priyadarshan - AO Tax <priyadarshan@aotax.com> wrote:

PRIVATE & CONFIDENTIAL :

Dear N Ramoji Rao --

Congratulations! We are happy to offer you with the position of Tax Consultant in our company - Advantage One Tax

(2012-16) Batch
12RA1A0458
placed
Sl.No (5)

Consulting Private Limited (www.aota.com)
Letter.

The terms and conditions of offer are detailed in the attached offer letter.

Your date of commencement of work with us will be **October 17, 2016** at our **Global Delivery Center** in **5th Floor, Khan Lateef Khan Estate, Fateh Maidan Club Road, Hyderabad** at **10:00 AM**. You are required to submit all the applicable documents mentioned in the attached Offer Letter on joining Date at our **Global Delivery Center**.

We are positive that you will find the **AO Tax** to be an exciting place to develop and advance your career.

We look forward to welcoming you on board,

Best Regards,
Priyadarshan R

Sr HR - Talent Acquisition

Advantage One Tax Consulting, Inc. [AO Tax]
Phone: **703-584-4624/5533** | Fax: **703-991-0587**
Email: **priyadarshan@aotax.com** | Web: **http://www.aotax.com/**
Add us to your G talk to get all latest tax updates: **aotaxhelp@gmail.com**
Connect @ LinkedIn: **https://www.linkedin.com/in/rypriyadharshan**

Also, add us to your "safe" list so our emails always find their way to the right place!

BBB Accredited Business with A+ Rating & ISO/IEC 27001:2005 Certified Company

Sent from Advantage One Tax Consulting Pvt. Ltd., and Please visit **www.aotax.com** for more information on us.



EMPLOYMENT OFFER LETTER

Hyderabad
August 25, 2016

K Samatha
Hyderabad.

Dear Ms. Samatha -

This has with reference to your application dated August 24, 2016 and subsequent interview you had with us for the position of **Tax Consultant** to be based at our **Global Delivery Center in Hyderabad** on **Contractual** basis.

Your Cost to Company will be **Rs. 12,000/- per month (Rupees Twelve Thousands per Month)** which is subject to **10% Tax Deduction at Source (TDS)** as per the **Indian Income Tax Act, 1961**. You shall be entitled to the **Incentive Bonus**, if any, decided by Management for each tax season based on your performance and knowledge contribution.

We are pleased to confirm the Offer of Employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your **Appointment Letter** as mutually agreed. Our detailed letter containing terms and conditions will be given to you on your joining.

Your appointment is subject to authentication of the following applicable documents which you are required to submit prior to your **Joining**:

- a) Three Latest Passport Size photographs
- b) Relieving Letter and Experience Certificate from your Current Employer (if applicable)
- c) Last drawn Salary Slip/Certificate showing Monthly Salary & Annual benefits from the Current Employer (if applicable)
- d) Last Three Months Bank Statements confirming the Deposit of Net Salary stated in the pay slips
- e) Service Certificates of your Previous Employment (if applicable)
- f) PAN Card, Passport & Driving License
- g) Educational Qualification Certificates



Advantage One Tax Consulting Private Limited

Building Relationships NOT Clients...

Further company has the right to get any of the documents submitted by you to be verified from the issuing authority for its authenticity and in case any are found false/forged/fake or the above formalities are not completed then in that case the appointment on the said post shall be terminated without giving further notice.

You shall join the services of the Company on **October 13, 2016**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

The Company shall offer you adequate training before you hit the work floor and if during the Training Sessions your performance is proved to be dissatisfactory despite the multiple efforts of your Training Supervisor, you may have to offer valid explanation to support the causes of your non-performance failing which your appointment on the said post shall be terminated without giving further notice with immediate effect.

You will be required to carry out such duties and job functions as may be instructed from time to time by the Company or persons acting on behalf of the Company and you may be required to be transferred from one process/department to another, at the discretion of the Company.

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

We once again welcome you to join **Advantage One Tax Consulting Private Limited** and look forward to your long and fruitful association with us.

Sincerely,

For **Advantage One Tax Consulting (AO Tax)**,

Nanda Kumar KV
Chief Operating Officer (COO)

Accepted & Agreed _____
by K Samatha on 13 | 10 | 16

CORPORATE OFFICE:

20610 Quarterpath Trace Circle, Sterling, VA 20165 (USA)
Web: www.aotax.com | Phone: 703-584-5533/4624 | Fax: 703-991-0587

GLOBAL DELIVERY CENTER:

5-9-62, 5th Floor, Khan Lateef Khan Estate, Fateh Maidan Club Road,
Hyderabad - 500 001, (INDIA)
Phone: 8886062821/22/23

Offer Letter

May, 2015

To,

Uma Rani peddewad,
H No: 1-58/1,
Siddapur,
Bodhan,
Nizamabad,
Telangana - 503185.

Dear Candidate,

We are pleased to offer you an appointment with UNIC SOL in the position "Human Resource Executive" with the effect from 10th Nov, 2016. And as discussed the compensation offered will be Rs.3.5 L per annum.

Your employment with the Company shall be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date.

Your offer has been furnished based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as proof of above we retain the right to review our offer of employment.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request.

Employment as per this offer is subject to your medically fit

UNIC SOL INDIA PVT. LTD.

Plot No. 6C, Nagaruna Hills,
Punjagutta, Hyderabad - 500007
040 - 55277755 / 040 - 40207797
info@unic-sol.com
www.unic-sol.com



Your Employment with us will be governed by the Terms and Conditions:

1. Employees would be entitled to health and personal accident Insurance benefits as per the Company policy (over and above CTC)
2. Take home salary will be net of PF & Income Tax deductions depending on your savings under various schemes. Also, the monthly take home would be impacted depending on the reimbursements claims every month.
3. Semi annually compensation hike will be given as per their individual performances during the six months of period.
4. An employee must serve 30 days of notice period on their relieving.
5. An employee is eligible to take one casual leave in a month.
6. An employee is eligible to get incentives as per the management policy.
7. The company has the right to terminate the employee under unforeseen circumstances.

For UNIC SOL INDIA PVT LTD

B L Praveen Kumar

Director

UNIC SOL INDIA PVT. LTD.

Plot No. 60, Nagarjuna Hills,
Punjabgutta, Hyderabad - 500082
040 - 65277755, 040 - 10257755
info@unicisol.com
www.unicisol.com

CIN NO: U72200TG2015PTC102274



PERSONNEL DEPARTMENT

MR. G. V. S. RAO

ADD: 202, 2nd/8th/ MRG/3rd/1/1006

HYDERABAD

MR. G. V. S. RAO

PERSONNEL DEPARTMENT

Letter of Offer - contract Employment

8201834133

It is a great pleasure in offering you the position of customer care Executive with us here at Hucon Solutions (India) Pvt Ltd, where we hope you will enjoy your role and make a significant contribution to the success of our organization.

We request that you commence employment with Hucon Solutions (India) Pvt Ltd on 10/01/16. Your work place will be located and based at Hyderabad.

Upon arrival at Tata Business Support Services you will be provided Induction to the position, the work place environment, workplace procedures and policies including Occupational Health and Safety and introduce you to your new work colleagues.

This is a contract position offered for a term of 3 Months and you will be paid at a rate of INR 8300/- per Month.

The contract will get automatically terminated once the contract period is done. In case of any extension of the contract the employee will be informed. The candidate will not be entitled for any compensation without completing the contract period as agreed. In case of any emergency you can leave with a 15 working days of notice with a written approval by the employer.

Hucon Solutions (India) Pvt Ltd may terminate your employment contract at any time without notice if:

- You are guilty of serious misconduct (defined as breach of any employment related law or policies published by the organization from time to time)
- You are in material breach of a provision of this contract, including confidentiality undertakings.
- A court finds you guilty of a criminal offence .

Following termination of your employment you will be required to return all company property. Also following termination of your employment you must not record confidential information in any form.



You are required to observe and uphold the organization's privacy policies and procedures as implemented or varied from time to time.

Confidential Information:

During your employment you may become aware of information related to the organization including but not limited to client lists, trade secrets, client details etc.

Confidential information remains the sole property of Hucon Solutions (India) Pvt. Ltd. You shall not, either during or after your employment, without the prior consent of the organization, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

We would like to take this opportunity to welcome you and wish you a long and rewarding career with us.

Yours Sincerely,

Manager HR



I, Gayathri K, accept the offer of employment as described under the terms and conditions of the contract.

Signature: Gayathri K

Dated : 09/09/16

urmila.naravath <urmilanaravath@gmail.com>

Offer Letter-Naravath Urmila

29 June 2016 at 16:45

N.D. Ambekar <Ndamboke11@imnivasalah@relianceada.com>
 Urmila Naravath <urmilanaravath@gmail.com>
 Aruna Reddy <Aruna.Reddy@relianceada.com>, Ganapati Srinivas/Rel/DM/Prdty-OM
 Ganapati Srinivas/Relanceada.com>, Abdu/Alam/Prdty-OM/Rel/DM/Prdty-OM
 Abdu/Prdty-OM/Relanceada.com>, Daniel Gandam <Daniel.Gandam@relianceada.com>, Swathi
 Middle/Prdty-OM/Operati <Swathi.Myaljar@relianceada.com>



Dear Naravath Urmila,

Congratulations!

It is our pleasure to inform you that you have been selected for the position of Senior Relationship Officer - Prdty Channel at RLS Hyderabad and will have to join us at our office on 07/07/2016. Your CTC will be Rs. 30,000/- per annum.

Kindly visit our Reliance Life Insurance Office at Himayathnagar Branch at 9:30 am. Please contact CC/BM (Branch Operations) for your joining formalities.

Please find attached your Appointment Letter. Reliance Life Insurance Company Ltd reserves the right to withdraw this in the event of an adverse finding during the reference check in your resume. It is your responsibility to disclose in your resume any testimonials or written concealment of any information which in the estimation of the company would affect your candidature.

Note: Kindly send your acceptance by replying to this mail at the earliest. Please bring the following documents along with you at the time of joining:

In order to expedite the joining formalities process, we request you to carry the original of the documents along with a photocopy with you on the date of joining for verification/submission.

- 1. PAN (SSC) with (HSE) graduation, Post graduation, Marks sheet and certificates
- 2. Date of Birth Proof (School Leaving Certificate or any of the documents mentioned here in above)
- 3. Driving License or Passport Copy (for ID card proof)
- 4. PAN card copy
- 5. Experience and relieving letter of the previous employer
- 6. Last Pay Slip
- 7. A cancelled cheque (if you hold an account with HDFC Bank/CIT Bank/AXIS Bank/SBI) and would like to continue with the same as the corporate salary account with us.
- 8. Provident fund A/c details (in case the account needs to be transferred)
- 9. Passport size Photographs in New Blue Background

10. Copy of Appointment letter, Adm. letter, Salary Manager's On board & joining letter (if any)

12 PAIA 0407 (2012-16) B. S. V. Prasad

Basude Vinayak
Hyderabad

June 27, 2016

21

Subject: Letter of Offer

Dear Basude-Vinayak,

We are delighted to extend an offer of employment with GEP (dba Novaserra Technologies Pvt. Ltd and hereby referred to as "Company") as Process Associate - Procurement Outsourcing at our Hyderabad office.

Your total compensation as Cost To Company would be INR 210,000/- per annum, of which -

Fixed Component :	INR 200,000/- per annum payable monthly
Performance Linked Pay :	INR 10,000/- per annum payable bi-annually

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

This offer is subject to your providing us with full and correct information in the documents to be provided upon joining as detailed below (As applicable) -

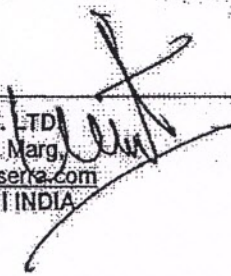
1. Duly filled Employment Application form
2. 2 copies of colored passport size photographs
3. Copy of PAN Card
4. Copy of Address proof
5. Copy of School Leaving Certificate / Birth Certificate
6. Copies of your educational certificates till date along with mark sheets
7. Copy of your passport (First 4 & Last 4 pages)
8. Relieving letter or duly accepted resignation letter from your previous employer(s)
9. Last 3 months pay slip duly attested by your current employer
10. You will be required to sign a protective agreement upon joining

The terms of your employment are subject to the following pre-conditions (If applicable) -

1. You must obtain a clear discharge from your current employer
2. You must provide 2 satisfactory references, one being from your current employer

Ref No: GEP-IND/HR/Ofr/27062016/BV

NOVASERRA TECHNOLOGIES PVT. LTD
3B-10, Phoenix Paragon Plaza, L.B.S. Marg,
Kurla West, Mumbai-400070 | www.novaserra.com
USA | UK | CZECH REPUBLIC | CHINA | INDIA



3. The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
4. Please note that in case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement
5. You will not be eligible for any Performance Linked Pay, in case of separation (voluntary or involuntary) before the successful completion of the Probation period.
6. The first Performance Linked Pay will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).
7. Performance Linked Pay is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above.

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

You will be on probation for 6 months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.

Please return the acceptance copy (attached) duly signed as an acknowledgement of your acceptance of this offer of employment along with the authorization form within next two working days. Do mention your date of joining, which should be no later than July 11, 2016.

The Terms & Conditions of your employment will be governed by the detailed Appointment Letter given to you on the day of joining.

We take this opportunity to welcome you into the GEP family and look forward to a long and fruitful association with you.

Yours Sincerely,


Amit Vazirani
Authorized Signatory

Accepted by:

Sande Vinayak

Date

Ref No: GEP-IND/HR/Ofr/27062016/BV

NOVASERRA TECHNOLOGIES PVT. LTD.
3B-10, Phoenix Paragon Plaza, L.B.S. Marg,
Kurla West, Mumbai-400070 | www.novaserra.com
USA | UK | CZECH REPUBLIC | CHINA | INDIA



shiva kumar <shivakumar.a@kpritech.ac.in>

Fwd: Company details

Phani Kavuri <phani.kavuri@kpritech.ac.in>
To: shiva kumar <shivakumar.a@kpritech.ac.in>

Wed, Aug 19, 2020 at 4:07 AM

Dear Sir
PFA
Thanks and Regards
Mr. K.V.S.Phani**MTech, M.B.A, B.E , MIAENG ,MISRD, IRED, IFERP***Assistant Professor,
Department of Mechanical Engineering,
Kommuri Pratap Reddy Institute of Technology,
Ghanpur Village, Ghatkesar(M), Ranga Reddy Dist.
Mobile Number: 9290429573*

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

From: Simachalam.Chukka@vertivco.com <Simachalam.Chukka@vertivco.com>
Date: Thu, Jan 25, 2018 at 3:05 PM
Subject: Company details
To: Phani.kavuri@kpritech.ac.in <Phani.kavuri@kpritech.ac.in>

Dear Sir,

As a discussed please find the attached my current employment details for your reference.

Regards

Simhachalam.Chukka

Engineer,Service Operations- Thermal Management|

VERTIV ENERGY Pvt Ltd.

Reliance Humsafar ,Ground Floor,No: 8-2-618/2/G1,Road No:11,

BanjaraHills,Hyderabad 500 034| India

M +91 9618434917| Customer Response Centre: /Toll Free: 1800 209 6070simachalam.chukka@Vertivco.com | www.Vertivco.com**"EMERSON NETWORK POWER IS NOW VERTIV"**

2 attachments**IMG-20171213-WA0010.jpg**
80K



VERTIV.



**SIMHACHALAM
CHUKKA**

EMP. CODE : 7679

BLOOD GROUP: A+



VERTIV

వర్టివ్ ఎనర్జీ

ప్రైవేట్ లిమిటెడ్

రిలయన్స్ హమ్సఫర్

ఇ నెం.8 2-618/2, రోడ్ నెం. 11, బంజారాహిల్స్
హైదరాబాద్ - 500 034

VERTIV ENERGY

PRIVATE LIMITED

RELIANCE HUMSAFAR

H.No: 8-2-618/2, ROAD No.11, BANJARA HILLS
HYDERABAD - 500 034

Regd. Office. VERTIV ENERGY PVT. LTD
PLOT No: C-20, ROAD No. 19

(Wagle Industrial Estate) THANE (W) 4000604 - MAHARASHTRA

(2012-10)

21

CONTRACT EMPLOYEE



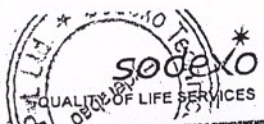
E Prashanth

ESI No : 5212770808

**Sodexo Technical
Services India Pvt. Ltd.**

P.No.7,H.No.1-65/2/7,Sy.No 40841.

Guttala Begumpet,Kavuri Hills,HYD-5000033



Employment / Identity Card

Form X & rule No. 57 / form XIV & Rule No.75

Name & Address of Establishment in/under which contract is

DRL-CIO-III

Name & Address of the contractor SODEXO

Name of the Employee: S.S. INDIA PVT. LTD.

Nature of Employment/Designation: E. PRASHANTH & TECHNICAL-HEL

Date of Joining: 20.10.16

Employee Code: 093016 Dept: SIS PER

Wage Period: MONTHLY Age: 21 Sex: M

Remarks: _____
Authorized Signatory: [Signature]



Signature of Employee
[Signature]

Date of Issue : 20-12-2016
Blood Group : _____

1. For security & identification purpose, this card must be worn by the holder while on duty.
2. This card must be produced on demand to the security staff or any authorised person
3. It is mandatory to report loss/theft of the card immediately, in writing to the HR Department.
4. On cessation of service, this card must be surrendered to the HR Department. Please return lost cards to the address mentioned below.

Sodexo Technical Services India Pvt. Ltd.
 P. No.7, H.No.1-65/27, Sy.No.40 & 41, Guttala Begumpet, Kavuri Hills,
 Hyderabad - 500033. Land Mark - Opposite to Orchid International School.
 Ph: +91 40 44214421, Fax : +91 40 44214422, www.sodexo.com

(2012-16) (1a)

QUALITECHNICS

(MADRASS) PRIVATE LIMITED

B.O : SERVOTEK Flat No : 3-4-51200, 2nd Floor, Post Office Lane,
Barkatpura, Hyd - 500090. Ph : 66638423, Fax : 040 - 66638424



Name : S. KRISHN

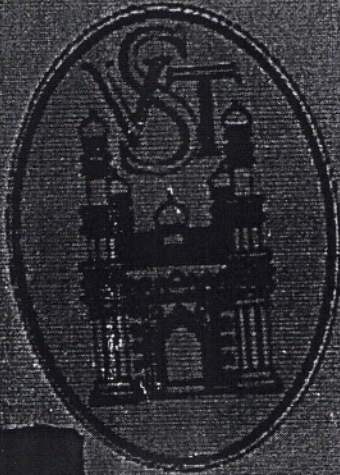
Desig : SERVICE ENGINEER

Emp. Code : SV.167

Blood Group :

[Signature]
Issuing Authority

D.A



VST INDUSTRIES LIMITED

Azamabad, Hyderabad-500 020.

Phone : (+91-40) 27610460



Name : P THUKARAM



OFFER LETTER

Date of Issue:02-11-2017

Mr.Mohammed Ghouse

Email.ID:ghousemohammed212@gmail.com

S/o:Mahaboob Ali

ADDRESS :H.No:9-169/4/7,Maruthi Nagar Colony,Ghatkesar,Medchal(Dist),T.S.

Dear Mohammed Ghouse,

Further to your application and the subsequent interview you had with us. We are pleased to offer you the post of "Jr.Software Engineer [DOTNET]" in our office on the following terms and conditions.

1. **SALARY: Rs.8,000/- Per Month**
a) You will perform duties/work assigned by your superiors to their satisfaction.
2. **SERVICES:** You will be on probation for a period of **1(One) year**, Which may be extended if considered necessary, depending upon your performance.
3. **LEAVES:** You will be given leave facilities as applicable to your category of Employees, provided by the company, after conformation.
4. **RULES AND REGULATION:** You will always abide by the rules and regulations in force and applicable to your category of employees of our organization and you will always be alive to the sense of responsibility and confidence which the company has reposed in you and you will serve and promote the company's interest to the best of your ability and skills. The present rules and regulations are as per annexure.
5. **CONFIDENTIAL INFORMATION:** You shall not, during the continuance of your employment divulge to any person whatsoever or make any use of whatsoever for your own or any other purpose of any information or knowledge obtained by you during your employment as to the business affairs or methods of the company or any of its associates, affiliate, holding or aryl companies and you shall use your best endeavor to prevent any other person from doing so.
6. **PROTECTION OF INTEREST:** If you conceive any new or advanced methods of improving process formulas into the operation of the company and will be and remain the sole property of the company, you will however participate in the suggestion scheme of the company as and when such scheme is enforced.
7. **OTHER WORK:** Your position is a whole time employment with the company and you should devote exclusively to the business of the company. You are neither allowed to take up any other work for remuneration (part time of otherwise or work on advisory capacity during the employment with the company without permission from the director of the company.
8. **TRANSFERS:** You will be liable to be transferred to any other department or establishment or branch of the company-group. In such cases you will be governed by the terms and conditions of services as applicable at the new placement and transfer as mentioned herein before will be one of the important conditions of services.





Mohammed Ghouse
Jr. Software Engineer
KMX - 0709

A-Block, 4 Floor, 404,
Chandralok Complex
Paradise, Sec-Bad.
Ph : 040-66339983.
E-mail: hr@kmaxit.in
www.kmaxit.in

Issuing Author



LETTER OF OFFER

Mr.K.NAVEEN KUMAR REDDY
Tanguturu(V),rajupalam(M),proddaturu(T),
YSR Kadapa(DIST),
Andhra Pradesh.
Congratulations!!

With reference to your application and subsequent interview you had with us, we are please to appoint you as
"GRADUATE ENGINEER TRAINEE (CIVIL)" with the following terms & conditions.

1. You will be posted at our Kanhar Irrigation Project located at Sonebadhra District, Uttar Pradesh.
Reporting Address : HES INFRA PVT LTD., Kanhar Irrigation Project, Amwar Village, Via Dudhinagar, Sonebadhra District, Uttar Pradesh – 231212.
2. You are advised to report to **"Sri.PVSSRK Varma, Dy.General Manager (Projects)"** at the above mentioned site address on or before **10th January, 2017**.
3. You will be paid a Stipend of Rs. **15,000/-** (Rupees fifteen Thousand Only) per month.
4. You will be on training period for a period of One year from the date of joining.
5. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you after completion of your training period.
6. Please bring the below listed documents / details on your day of joining.
 - a) Date of Birth Proof (Birth Certificate / S.S.C) - Two Copies
 - b) Aadhar Card - Original Scanned copy
 - c) Address Proof – Permanent / Present
 - d) Original Academic Certificates (SSC, Intermediate / Diploma / ITI & Graduation)
 - e) Recent Passport size Photos – 6 No's
7. During the training period you will not be eligible for any benefits provided to permanent employee.
8. Your training period can be extended for a further period till management is satisfied with your performance.
9. Your services are liable to be terminated without any notice or stipend in lieu thereof for misconduct, disloyalty, unsatisfactory Performance, any act of indiscipline.
10. Please sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us

Yours truly,

For HES Infra Pvt Ltd.,

(J. Dharma Raju)
Sr. General Manager (HR & Admin)

CIN # U45400AP2007PTC054641


Jairam Infra

Date: 30/Jan/2018

TO WHOM IT MY CONCERN, this is to certify that Mr.Polinaidu Kari Son of Mr. Satyannarayana, currently residing at H.No 8-2-612/78/L/311/E, Gowri Shankar Colony, Road#11, Banjarahills, Hyd-34, is an employee in my firm 'Jairam Infra' since July 2017 and is working as site Engineer. His character is good & Satisfactory to the best of my knowledge & Belief.

~~RECORDED~~
For M/s. JAI RAM INFRA
For Managing Partner
For jairam infra.

H.No 3-12-92/510, Road#3, Rock Town Colony, Mansurabad, Hyderabad-68. Ph.91+7640730085
Email : Jairaminfra9@gmail.com

Dr. Reddy's 

Dr. Reddy's Laboratories Ltd.
8-2-337, Road No. 3, Banjara Hills,
Hyderabad - 500 034, Telangana,
India.
CIN : L85196TG1984PLC004507

Tel : +91 40 4900 2900
Fax : +91 40 4900 2999
Email : mail@drreddys.com
www.drreddys.com

May 24, 2017

Nakirekanti Vinod Kumar
Emp Code : 00036828

Dear Nakirekanti Vinod Kumar,

FY17 has been a year of subdued performance for Dr. Reddy's. Our consolidated revenues declined by 9% over the previous year while Profit Before Tax declined by 54% over the previous year. Overall, we fell short of our targets for both the topline and bottom-line. We have therefore not met the scorecard targets set for FY17 at the Company level.

Accordingly, this year adjustments have been made to the increment budget this year. Within the revised budget, your performance continues to drive your annual TCC revision.

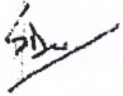
You have been rated 'A, 0.9' based on your performance during the year. Accordingly, your increment amount for FY17 is INR 12,276 per annum. Your revised TCC is INR 2,16,900 per annum, with effect from 1st April 2017. Annexure I provides the breakup of your revised TCC. Please refer to Annexure II for details of the benefits applicable to you.

Other terms and conditions of your employment remain the same.

Your compensation matters are to remain strictly private and confidential between you and the Company and must not be disclosed to others. We hope you will ensure the same. We also would like to remind that you are bound by the Code of Business Ethics and Confidentiality and Non-Disclosure agreement.

We remain committed to improving organizational performance and returning to a high growth trajectory. We look forward to your continued contributions in this endeavor.

Yours sincerely,



Authorized Signatory


Annexure-I


Name : Nakirekanti Vinod Kumar
Employee Code : 00036828
Role Sub-band : R0A

(All figures in INR)

Salary Components	Existing TCC Per annum	Revised TCC Per annum w.e.f April 01, 2017	Variance Per annum	Revised TCC Per Month w.e.f April 01, 2017
A. Monthly Emoluments				
	102,300	102,300	0	8,525
House Rent Allowance	40,920	40,920	0	3,410
Conveyance Allowance	19,200	19,200	0	1,600
Minimum Guaranteed Bonus	5,700	18,000	12,300	1,500
Children's Edu Allowance	2,400	2,400	0	200
Statutory Bonus (Interim)	8,400	8,400	0	700
Sub Total(A)	178,920	191,220	12,300	15,935
B. Annual Benefits				
Leave Travel Allowance	5,000	5,000	0	416
Statutory Bonus (Post Int)	8,400	8,400	0	700
Total(B)	13,400	13,400	0	1,116
C. Retirals				
Provident Fund	12,276	12,276	0	1,023
Sub Total(C)	12,276	12,276	0	1,023
Revised TCC (A+B+C)	204,596	216,896	12,300	18,074
Duty (D)	4,900	4,900	0	
Grand Total (A+B+C+D)	209,496	221,796	12,300	18,074



Dr.Reddy's 



Vinod Kumar
N

Employee ID	56428
Blood group	O+ve
Designation	Team Member



CGSL crane Global Solutions Limited

(An ISO 9001 : 2008 & ISO 27001 : 2005 Certified Company)

Ref. No.: CGSL/HR/2016

Date: 30/11/2016

To,
Mr. Sachin.S,
3-16-110/A/2,
Vasavi Nagar Street No 3
Ramanthapur Hyderabad-500013.

Sub: Offer/Appointment Letter

Dear Mr.Sachin.S

With reference to our discussions, we are pleased to offer you an appointment as "Jr.System Administrator" with annual CTC of Rs. 1,20, 000/- per annum (Rupees One Lakh twenty Thousand only) you will be on probation for a period of 6 Months (Six Months) from the date of your joining.

1. You will be initially posted at Hyderabad at our office.
2. Other terms and conditions of your appointment shall be as follows:-
Your appointment is further subject to your production of the following certificates (where these have not been produced at the time of selection).
 - (i) Originals will be inspected & Copies will be kept
 - (ii) Certificate of Age
 - (iii) Experience certificates
 - (iv) Relieving certificate from previous employment

RULES AND REGULATIONS

- a) You will abide by the rules and regulations of the Company which are in force at present, or be brought in to force from time to time.
- b) You will devote your whole time and attention exclusively to the duties entrusted to you and you will not engage yourself, either directly or indirectly, to work for any other Person or Company in any capacity whatsoever, nor will you do any private business without the prior permission of the Company, in writing.
- c) You shall carry out the instructions given to you by your superiors, in connection with. The business of the Company diligently and faithfully.
- d) You shall not either during the continuance of your employment hereunder or thereafter at any time, without the prior consent of the Company, in writing, disclose, divulge, or make public, except under legal obligation, any of the affairs or secrets of the Company or any processes, accounts, transactions and dealings of the Company to any person, firm or Company which ought not to be disclosed, divulged or made public, whether the same be confided or become known to you in the course of your service or otherwise, nor shall you use or attempt

to use any information which you may acquire in the course of your duties in any way, which may injure or cause loss to or be calculated to injure or cause loss to the Company.

- e) You shall be responsible for safe keeping and returning in good order all the properties, such as tools, equipments, instruments etc., which may be in your possession, custody, care or charge. The Management shall have the right to deduct the money value of such things / properties on your failure to account for the same, whether during the course of service or otherwise.
- f) You shall do all work which you are capable of doing and which has been assigned to you by the Management, from time to time.
- g) The Company reserves its right to stagger your timings at its discretion, depending on the exigencies of work.
- h) - You are liable to be transferred from one department to another or from one shift to another or from one place to another or to any associate / sister establishment of firm or Company existing, at present, or which may be started hereafter. In case of such transfer, you will abide by the working hours of the shift, department, office or establishment etc. On transfer, you shall be governed by the conditions of service and rules and regulations that may be prevailing at the place / department to which you may be transferred. You are also liable to be deputed / transferred to any other organization in the group companies.
- i) The transfer / deputation shall not be deemed to be change in the conditions of service and no notice of any kind shall be required to be given except that as may be prescribed in the service rules of the Company, from time to time. The employee shall be eligible for the transfer allowance as per the company norms.
- j) You shall retire from the services of the Company if you are found medically unfit by a doctor appointed by the Company at any time during the period of your service with the Company.
- k) You shall be deemed to have voluntarily resigned from the service of the Company, on your own accord, if you remain absent without prior written permission of the Management for 7 consecutive days or more.
- l) The Company shall have the right to deduct wages if the terms and conditions of Services are not fulfilled by you. Prorate wages will be deducted if the hours / days worked in a day / month, as the case may be are less than the stipulated minimum.

TERMINATION OF SERVICES

- a) You will be on probation for a period of Six months from the date of your Appointment and if your services are not found satisfactory during the probationary period, you are liable to be terminated with seven days' notice or seven days' consolidated pay in lieu thereof before you are confirmed to the post. You will be confirmed in the services of the Company after satisfactory performance during probation.
- b) In case of voluntary resignation within the probation period you will be liable to compensate to the company all expenses incurred on you.

- c) The appointment may be terminated at any time by three month's notice to be given by either side, viz the appointee or the appointing authority, without assigning any reasons. The appointing authority, however, reserves the right of terminating the services of the appointee without notice or before expiration of the stipulated period of notice by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- d) In the event of your giving 3 months notice, in writing, of terminating the agreement, you will be required to serve the Company for the entire 3 months period of notice and if you quit your employment or remain absent from duty during the said 3 months period of notice or any part thereof, you will not only forfeit your salary for the period of your absence, but shall also be liable to pay to the Company a sum equivalent to 3 months salary or part thereof, by way of liquidated damages and the Company will be entitled to appropriate dues payable to you, on any account whatsoever, towards these damages.
- e) Your services are liable to be terminated at any time during the period you are in the employment of the Company, as and when the company comes to know of your any previous conviction by any Court of Law or you are convicted by a Court of Law while in the service of the Company.
- f) You are liable to be dismissed from the service of the Company for an act of misconduct or causing damage to the reputation of the company after following due procedures in that behalf. The Management shall also have the right to suspend you without wages or compensation pending investigation, enquiry etc., for any misconduct that may be alleged against you.
- g) If it is found at any stage that you are falling short of eligibility criteria or submitted false proof of education, experience etc, your services are liable to be terminated.
- h) You must intimate immediately to the Management any changes in your residential Address and nominees for any benefits, failing which the address mentioned hereinabove, will be treated as the last known for all purposes.
3. In case, our offer is acceptable to you on the above terms & conditions, you should communicate your acceptance, in writing, and should report for duty at Hyderabad office on or before 01.12.2016, failing which it will be presumed that you are not interested in our offer and the same shall, therefore, be treated as cancelled.
4. Please acknowledge receipt of this communication immediately.



CGSL
Innovate Achieve

Crane Global Solutions Limited
(An ISO 9001 : 2008 & ISO 27001 : 2005 Certified Company)



Confirmation Letter

Date: 20.06.2017

Y. Anusha Reddy
Emp Id- CGSL- 1260

Consequent to the review of your performance during 03.11.2016 to 16.06.2017, your probation period, we have pleasure in informing you that, your services are being confirmed as "Management Trainee" With effect from 26.06.2017.

All the other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding Career with the Organization.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

For Crane Global Solutions Limited


G.Radhika
HR Executive.