

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

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



**PRINCIPAL**  
**PRINCIPAL**  
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 2018-19**

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	2018-19	M. SaiTeja	ECE	BYJU'S, Mr. V.V.K. Rao, 8106054567	10.0 LPA
2	2018-19	Abdul Sahil Majeed	CSE	BYJU'S, Mr. V.V.K. Rao, 8106054567	10.0 LPA
3	2018-19	Y Vikas Reddy	ECE	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
4	2018-19	K Santhosh	CSE	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
5	2018-19	M Srikanth	CSE	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
6	2018-19	K Uday Kumar	MECH	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
7	2018-19	K Rajeshwar Rao	MECH	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
8	2018-19	K Mounish	CSE	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
9	2018-19	H Mohith Menon	MECH	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
10	2018-19	G Rama Krishna Goud	MECH	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
11	2018-19	G.Prashanth	MECH	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
12	2018-19	M.Sunil Kumar	MECH	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
13	2018-19	M. Ajay	ECE	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
14	2018-19	T. Vishal	ECE	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
15	2018-19	D. Anil	MECH	Edwisor, Mr. Amchal Bansal, 8851676139	4.0 LPA
16	2018-19	K. Bindu Priya	CSE	Virtusa	3.3 LPA
17	2018-19	M. Leela	CSE	Virtusa	3.3 LPA
18	2018-19	V Pravallika	EEE	Virtusa	3.3 LPA
19	2018-19	N Jeeshitha	EEE	Virtusa	3.3 LPA
20	2018-19	B.Manisha	ECE	Virtusa	3.3 LPA
21	2018-19	B.Priyanka	ECE	Virtusa	3.3 LPA
22	2018-19	P.Shravika Reddy	ECE	Virtusa	3.3 LPA
23	2018-19	G. Saiteja	MECH	Policy Bazar, Miss. Deepika,	2.94 LPA



				9650633356	
24	2018-19	J.Sravan Kumar reddy	CIVIL	Policy Bazar, Miss. Deepika, 9650633356	2.94 LPA
25	2018-19	D.Manoj Kumar	CSE	ProtoTech Solutions, Mr. Jismol joseph, 7875479568	2.8 LPA
26	2018-19	S Sai Shravya	CSE	Multiplier, Miss.Ramya, 9100063925	2.5 LPA
27	2018-19	M.Pavani	CSE	Multiplier, Miss.Ramya, 9100063925	2.5 LPA
28	2018-19	K Bindu	EEE	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
29	2018-19	G.Bhavana	CSE	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
30	2018-19	V.LaxmiPrasanna	ECE	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
31	2018-19	G. Sushmitha	CSE	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
32	2018-19	S.Preethika	ECE	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
33	2018-19	CH.Himalay	EEE	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
34	2018-19	A.Kalyani	ECE	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
35	2018-19	P Durga Prasad	CSE	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
36	2018-19	Palanati Charan	MECH	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
37	2018-19	K.Monagrace	CIVIL	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
38	2018-19	B.SharathNaik	CIVIL	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
39	2018-19	M.Naresh	CIVIL	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
40	2018-19	P.John Reddy	CIVIL	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
41	2018-19	Ch.Nithishkumar	CIVIL	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
42	2018-19	D.Aravind	CIVIL	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
43	2018-19	A Sharath Kumar	MECH	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
44	2018-19	K.Shivanarayana	MECH	Error Technologies Pvt.Ltd, Mr. Rakesh, 9618275587	2.4 LPA
45	2018-19	Rajaram Dubey	CSE	SYKES Business Services of India Pvt.Ltd.,	2.12 LPA
46	2018-19	T Mahesh	EEE	Spectrum Talent Management Pvt Ltd	1.9 LPA

47	2018-19	Shivanand	EEE	Spectrum Talent Management Pvt Ltd	1.9 LPA
48	2018-19	S.Sai Sravan	EEE	Spectrum Talent Management Pvt Ltd	1.9 LPA
49	2018-19	P. Sanjay	CSE	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
50	2018-19	Samhith	CSE	Stealth Technology, Miss. Vishaka, 9056666655	1.8 LPA
51	2018-19	Sathyendranath	CSE	Stealth Technology, Miss. Vishaka, 9056666655	1.8 LPA
52	2018-19	B. Nisha Kumari	CSE	SIG, Mr. Shashank, 9381005057	1.8 LPA
53	2018-19	G.Sravan Charan	CSE	SIG, Mr. Shashank, 9381005057	1.8 LPA
54	2018-19	Y. Shruthi	ECE	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
55	2018-19	V. Trishul	ECE	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
56	2018-19	A.Vinay kumar Rao	ECE	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
57	2018-19	A.Akhil Reddy	MECH	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
58	2018-19	D.Ravi Varma	MECH	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
59	2018-19	D.Srinu	EEE	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
60	2018-19	P. Dwarakanath	CSE	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
61	2018-19	P Saikiran	CSE	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
62	2018-19	M Sharath Kumar	MECH	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
63	2018-19	M Sahaja	CSE	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
64	2018-19	J Savan	MECH	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
65	2018-19	G Karthik	MECH	Aliens Group, Miss. Anupama, 7337363474	1.8 LPA
66	2018-19	B.Karunakar	EEE	Vserve Energy Systems	1.8 LPA
67	2018-19	V. SaiRishik	ECE	Wane Technologies, Miss. Meenakshi Chawla, 9643148558	1.8 LPA
68	2018-19	R. Bhagavath	ECE	Wane Technologies, Miss. Meenakshi Chawla, 9643148558	1.8 LPA
69	2018-19	P.Rajashekar Reddy	EEE	Wane Technologies, Miss. Meenakshi Chawla, 9643148558	1.8 LPA

70	2018-19	V.Praveenkumar Goud	EEE	Wane Technologies, Miss. Meenakshi Chawla, 9643148558	1.8 LPA
71	2018-19	P.Meghana	EEE	Aliens Group, Miss. Anupama, 7337363474	1.7 LPA
72	2018-19	K. Anudeep	CSE	Innovative Retail Concepts Pvt.Ltd	1.63 LPA
73	2018-19	B. Srinivas	MECH	IMCS Group, Mr. Sayyad, 9100177725	1.44 LPA
74	2018-19	A.Suchithra	CSE	IMCS Group, Mr. Sayyad, 9100177725	1.44 LPA
75	2018-19	V.Loksairam	MECH	IMCS Group, Mr. Sayyad, 9100177725	1.44 LPA
76	2018-19	Ch.Rajesh	CSE	Madhees Techno Pvt Ltd., Miss. Mary, 7799888051	1.2 LPA
77	2018-19	R Kishan Nayak	CIVIL	Vaassar Labs, Mrs.Deepika, 8919465777	1.0 LPA
78	2018-19	V Sanketh	CIVIL	Vaassar Labs, Mrs.Deepika, 8919465777	1.0 LPA
79	2018-19	M.Swarnalatha	CIVIL	Vaassar Labs, Mrs.Deepika, 8919465777	1.0 LPA
80	2018-19	P.Pranay Kumar	CIVIL	Vaassar Labs, Mrs.Deepika, 8919465777	1.0 LPA
81	2018-19	N.SaiKiran	CIVIL	Vaassar Labs, Mrs.Deepika, 8919465777	1.0 LPA
82	2018-19	K.Pranay Kumar	CIVIL	Vaassar Labs, Mrs.Deepika, 8919465777	1.0 LPA
83	2018-19	A.Manikanta	CIVIL	Vaassar Labs, Mrs.Deepika, 8919465777	1.0 LPA
84	2018-19	D.SaiPrakash	CIVIL	Vaassar Labs, Mrs.Deepika, 8919465777	1.0 LPA

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

**OFFER LETTER**

**Date:** 09-05-2019

Dear **N. Sai Teja**

With regards to the recent recruitment drive conducted in your college and the subsequent following rounds of selection process, we would like to inform you that you have been selected for the position of **Business Development Associate** with **BYJU'S The Learning App**, at Hyderabad (Subject to change as per company policy) with an annual compensation of **INR 9 Lakh** (7 Lakh fixed component and 2 Lakh variable component).

Should you choose to accept the offer, you are expected to carry the below mentioned documents at the time of joining, the date of which will be intimated to you in the detailed appointment letter upon receiving your acceptance.

**Document Requirements:**

1. 10th and Intermediate certificates
2. Pan Card (If not, Application Acknowledgement)
3. No Objection Certificate from your College Placement Cell

Best regards,

For

Think & Learn Pvt Ltd (BYJU'S)

  
Human Resources





**OFFER LETTER**

**Date:** 09-05-2019

**Dear Shaik Abdul Sahil Majeed**

With regards to the recent recruitment drive conducted in your college and the subsequent following rounds of selection process, we would like to inform you that you have been selected for the position of **Business Development Associate** with **BYJU'S The Learning App**, at Hyderabad (Subject to change as per company policy) with an annual compensation of **INR 9 Lakh** (7 Lakh fixed component and 2 Lakh variable component).

Should you choose to accept the offer, you are expected to carry the below mentioned documents at the time of joining, the date of which will be intimated to you in the detailed appointment letter upon receiving your acceptance.


**Document Requirements:**

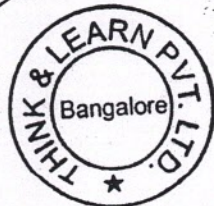
1. 10th and Intermediate certificates
2. Pan Card (If not, Application Acknowledgement)
3. No Objection Certificate from your College Placement Cell

Best regards,

For

Think & Learn Pvt Ltd (BYJU'S)

  
Human Resources



## OFFER LETTER

Dear Mr.D. Ravi Varma,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is Rs.180,400 /- (Rupees One Lakh Eighty Thousand Four Hundred Only).

### Code of Conduct

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and for m valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters and sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.



## Other Rules & Regulations

- You will be entitled to leave in accordance with the Company Rules.
- Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal systems.
- It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- If during the period of your employment with us you achieve any invention process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements.
- The new employee will be given consistent training to have the chance to learn their new job. At the end of the training the management will determine if the employee should be retained in the organization. The decision will be made by appraising the following criteria.

The skills, competencies and the knowledge of the employee on the training.  
The employee progress on given assignments.  
Their reliability trustworthiness and other relevant personality characteristics of the employee.  
The employee relation and collaboration with subordinates and peers.

Upon successful completion of your training, you will be entitled to rights and benefits associated with "regular" status as a classified employee.

- If the employee is deemed unsuitable while on a probationary period the company will be terminated without the minimum prior notice mandated by law. The termination of employment during this period maybe for cause or without cause depending on the circumstances in the individual evaluation.
- Your appointment is subject to your submitting copies of your credentials i.e. marks sheets, certificates, etc.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

- Your employment will be subject to termination on 30 day's notice on either side or salary in lieu thereof.

For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in blue ink, appearing to read 'Ravi Kumar'.



## OFFER LETTER

Dear Mr.D. Srinu,

We are pleased to offer you the position of **"Executive Trainee"** and require you to join on or before **17<sup>th</sup> Sep 2018**.

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Cost To Company per annum is **Rs.180,400 /- (Rupees One Lakh Eighty Thousand FFour Hundred Only)**.

### Code of Conduct

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- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and for m valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters and sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.



## Other Rules & Regulations

- You will be entitled to leave in accordance with the Company Rules.
- Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal systems.
- It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- If during the period of your employment with us you achieve any invention process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements.
- The new employee will be given consistent training to have the chance to learn their new job. At the end of the training the management will determine if the employee should be retained in the organization. The decision will be made by appraising the following criteria.

The skills, competencies and the knowledge of the employee on the training.  
The employee progress on given assignments.  
Their reliability trustworthiness and other relevant personality characteristics of the employee.  
The employee relation and collaboration with subordinates and peers.

Upon successful completion of your training, you will be entitled to rights and benefits associated with "regular" status as a classified employee.

- If the employee is deemed unsuitable while on a probationary period the company will be terminated without the minimum prior notice mandated by law. The termination of employment during this period maybe for cause or without cause depending on the circumstances in the individual evaluation.
- Your appointment is subject to your submitting copies of your credentials i.e. marks sheets, certificates, etc.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

- Your employment will be subject to termination on 30 day's notice on either side or salary in lieu thereof.

For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in blue ink, appearing to be "Srikanth".

## OFFER LETTER

Dear Mr.P.Dwarakanth,

We are pleased to offer you the position of “**Executive Trainee**” and require you to join on or before **17<sup>th</sup>Sep 2018**.

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Cost To Company per annum is **Rs.180,400 /- (Rupees One Lakh Eighty Thousand FFour Hundred Only)**.

### Code of Conduct

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- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and for m valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters and sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.



## Other Rules & Regulations

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- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

- Your employment will be subject to termination on 30 day's notice on either side or salary in lieu thereof.

For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

*D. Varakanth*



## OFFER LETTER

Dear Ms. Y.Shruthi,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is **Rs.1,80,400/- (Rupees One Lakh Eighty Thousand Four Hundred Only)**.

### Code of Conduct

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- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
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For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in blue ink, appearing to read 'Shrestha'.



## OFFER LETTER

Dear Mr.P.Sanjay,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is **Rs.1,80,400 /-** (Rupees One Lakh Eighty Thousand Four Hundred Only).

### Code of Conduct

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and for m valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters and sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

## Other Rules & Regulations

- You will be entitled to leave in accordance with the Company Rules.
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- The new employee will be given consistent training to have the chance to learn their new job. At the end of the training the management will determine if the employee should be retained in the organization. The decision will be made by appraising the following criteria.

The skills, competencies and the knowledge of the employee on the training.  
The employee progress on given assignments.  
Their reliability trustworthiness and other relevant personality characteristics of the employee.  
The employee relation and collaboration with subordinates and peers.

Upon successful completion of your training, you will be entitled to rights and benefits associated with "regular" status as a classified employee.

- If the employee is deemed unsuitable while on a probationary period the company will be terminated without the minimum prior notice mandated by law. The termination of employment during this period maybe for cause or without cause depending on the circumstances in the individual evaluation.
- Your appointment is subject to your submitting copies of your credentials i.e. marks sheets, certificates, etc.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

- Your employment will be subject to termination on 30 day's notice on either side or salary in lieu thereof.

For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

*Sanjay*



## OFFER LETTER

Dear Mr.A. Akhil Reddy,

We are pleased to offer you the position of “**Executive Trainee**” and require you to join on or before **17<sup>th</sup> Sep 2018**.

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Cost To Company per annum is **Rs.180,400 /- (Rupees One Lakh Eighty Thousand FFour Hundred Only)**.

### Code of Conduct

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- You shall maintain proper discipline and dignity of your office and shall deal with all matters and sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.



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- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

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For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in blue ink that reads "Akhilesh Reddy".



## OFFER LETTER

Dear Mr. M Sharath Kumar,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is **Rs.1,80,400 /-** (Rupees One Lakh Eighty Thousand Four Hundred Only).

### Code of Conduct

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- Your appointment is subject to your submitting copies of your credentials i.e. marks sheets, certificates, etc.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

- Your employment will be subject to termination on 30 day's notice on either side or salary in lieu thereof.

For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in black ink, appearing to read "Shashi".



## OFFER LETTER

Dear Mr. J Savan,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is **Rs.180,400** /- (Rupees One Lakh Eighty Thousand Four Hundred Only).

### Code of Conduct

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- Your appointment is subject to your submitting copies of your credentials i.e. marks sheets, certificates, etc.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

- Your employment will be subject to termination on 30 day's notice on either side or salary in lieu thereof.

For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

Savan



## OFFER LETTER

Dear Mr. G Karthik,

We are pleased to offer you the position of "**Executive Trainee**" and require you to join on or before **17<sup>th</sup> Sep 2018**.

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Cost To Company per annum is **Rs.1,80,400 /- (Rupees One Lakh Eighty Thousand Four Hundred Only)**.

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## Other Rules & Regulations

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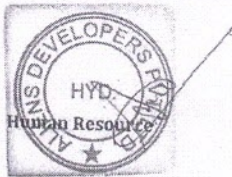
Upon successful completion of your training, you will be entitled to rights and benefits associated with "regular" status as a classified employee.

- If the employee is deemed unsuitable while on a probationary period the company will be terminated without the minimum prior notice mandated by law. The termination of employment during this period maybe for cause or without cause depending on the circumstances in the individual evaluation.
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- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

- Your employment will be subject to termination on 30 day's notice on either side or salary in lieu thereof.

For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in black ink, appearing to read "Karthik", written over a horizontal line.



## OFFER LETTER

Dear Mr. M Sharath Kumar,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is **Rs.180,400 /-** (Rupees One Lakh Eighty Thousand Four Hundred Only).

### Code of Conduct

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### Notice Period

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For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in blue ink, appearing to be "Shrawan".



## OFFER LETTER

Dear Ms.Panuganti Meghana,

We are pleased to offer you the position of “Executive Trainee” and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is **Rs.1,70,400** /- (Rupees One Lakh Seventy Thousand Four Hundred Only).

### Code of Conduct

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
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- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and for m valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
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### Notice Period

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For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

*Panuganti Meghana*



## OFFER LETTER

Dear Mr. P.Saikiran,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is **Rs.1,80,400 /-** (Rupees One Lakh Eighty Thousand Four Hundred Only).

### Code of Conduct

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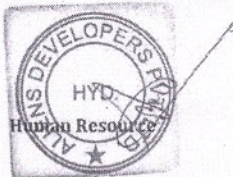
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### Notice Period

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For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in blue ink, appearing to be "Sai", written over a horizontal line.



**OFFER LETTER**

Dear Ms. M.Sahaja,

We are pleased to offer you the position of "Executive Trainee" and require you to join on or before 17<sup>th</sup> Sep 2018.

The following are the terms and conditions of our Company M/s Aliens Developers Pvt. Ltd.

Your Cost To Company per annum is **Rs.180,400 /-** (Rupees One Lakh Eighty Thousand Four Hundred Only).

**Code of Conduct**

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and for m valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters and sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.



## Other Rules & Regulations

- You will be entitled to leave in accordance with the Company Rules.
- Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal systems.
- It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
- If during the period of your employment with us you achieve any invention process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and such improvements.
- The new employee will be given consistent training to have the chance to learn their new job. At the end of the training the management will determine if the employee should be retained in the organization. The decision will be made by appraising the following criteria.

The skills, competencies and the knowledge of the employee on the training.  
The employee progress on given assignments.  
Their reliability trustworthiness and other relevant personality characteristics of the employee.  
The employee relation and collaboration with subordinates and peers.

Upon successful completion of your training, you will be entitled to rights and benefits associated with "regular" status as a classified employee.

- If the employee is deemed unsuitable while on a probationary period the company will be terminated without the minimum prior notice mandated by law. The termination of employment during this period maybe for cause or without cause depending on the circumstances in the individual evaluation.
- Your appointment is subject to your submitting copies of your credentials i.e. marks sheets, certificates, etc.
- Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

### Notice Period

- Your employment will be subject to termination on 30 day's notice on either side or salary in lieu thereof.

For Aliens Developers Pvt. Ltd.



I hereby accept the position, terms & conditions of employment offered.

A handwritten signature in black ink, appearing to read "Sahaya", written over a horizontal line.



## OFFER LETTER

Dear Mr.V.Trishul,

We are pleased to offer you the position of “**Executive Trainee**” and require you to join on or before **17<sup>th</sup>Sep 2018**.

The following are the terms and conditions of our Company **M/s Aliens Developers Pvt. Ltd.**

Your Cost To Company per annum is **Rs.180,400 /- (Rupees One Lakh Eighty Thousand Four Hundred Only)**.

### Code of Conduct

- Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory, or other functions and you will be bound to carry out such functions.
- You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- As long as you are in the employment of the Company, you will, at all times, observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore, you will not disclose them without authority of the company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in service of the company, you shall not disclose them to anyone.
- You shall maintain proper discipline and dignity of your office and shall deal with all matters and sobriety.
- You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- You will forthwith inform the Company of any change in your residential address.
- You will observe work timings and holiday as applicable to your location and place of work.
- Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or data, tables, calculations, letters or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.



## Offer of Internship

Dear D Manoj,

Date: 02.08.2018

On behalf of nCircle Tech Pvt. Ltd., A ProtoTech Solutions Company, I am pleased to extend you offer for Internship as **Intern - Member of Technical Staff**. Following are the terms and conditions of the same.

1. The employing company shall be nCircle Tech Pvt. Ltd., A ProtoTech Solutions franchisee. (Hereafter the "Company")
2. You are required to join the Company on **2<sup>nd</sup> Jan 2019 as an intern** and report at 10:00 AM IST. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
3. You will be on internship for a period of **three months (2<sup>nd</sup> Jan 2019 to 31<sup>st</sup> March 2019)**. Upon completion of your internship, your performance shall be thoroughly evaluated and if found satisfactory, you will be formally employed as a regular employee in accordance with the "Rules of Employment". Also, note that **we, the nCircle Tech. Pvt. Ltd shall have the first right of employment over you.**
4. As a stipend, you will be paid INR 10,000 per month during your internship period. (Statutory payments like Provident Fund and Professional Tax included)
5. This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
6. You will be based at the Company's office at "**nCircle Tech ( A ProtoTech Solutions Company), Unit 2, Office No. 3, 4th Floor, Building no. IT7, Plot No. 2, Qubix SEZ, Blue ridge Township, Hinjewadi, Phase 1, Pune 411057**" unless communicated otherwise by the Company prior to your joining. You may be called to work at any of the Company's establishments or to undertake tours or undertake other assignments in connection with the Company's business.
7. Your position shall be of **Intern - Member of Technical Staff**. Following list is partial list of your roles and responsibilities in the Company.
  - Perform development of software applications/tools as per clients' requirements.
  - Communicate with clients and provide them with consultation on various aspects of project.
  - Monitor and measure project progress.
  - Develop key core algorithms for engineering applications.
8. Since the work you will be engaged in would be very confidential and an intellectual property of the Company and the Client, any presentation you would be required to make at the end of your internship before college as part of your academic mandate, needs to be approved by the Company.

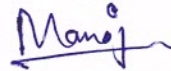
9. It is a specific term of your Internship that you will not at any time during your internship or after termination of your internship, divulge to any person, firm or corporation, any information received by you during the course of your internship with regard to financial or other affairs of the Company and such information shall be kept confidential by you. You shall also not divulge, publish or otherwise reveal any knowledge or information or any facts concerning any ideas, methods, invention, processes or devices used by the Company and disclosed to you by reasons of your employment.
10. Your appointment is subject to submitting of **copies of all the educational certificates and appointment/experience letters** (from previous employers) and successful completion of your internship period of 3 months.
11. You certify that you are in sound physical and mental health to perform your duties and responsibilities as a part of the company and you are not suffering from any diseases that may hinder your work at the company.
12. You shall keep the contents of this offer and any Annexure hereto confidential.
13. This letter supersedes all previous agreements, either written or verbal. If you find the terms of this offer acceptable, please countersign the attached copy of this letter. Your employment with the Company will be valid subject to your, signing Employee Confidentiality after the acceptance of the offer.

I welcome you to ProtoTech Family,

For nCircle Tech Pvt Ltd.

Varun Bhartiya Director

I, D Manoj Kumar have read the terms and conditions mentioned in this letter and accept them.





Your CTC Breakup would be as follows:

Employee Code:		Employee Name:	D Manoj Kumar
Estimated Cost-To-Company breakdown w.e.f.2nd Jan 2019		CTC year:2nd Jan 2019 to 31st March 2019	
Head	Monthly	Annual Amount	Remarks
			Key Result Areas (KRA) <ul style="list-style-type: none"><li>• Working on the projects assigned</li><li>• Perform development of software applications/tools as clients' requirements.</li><li>• Communicate with clients and provide them with consultation on various aspects of project.</li><li>• Monitor and measure project progress.</li><li>• Develop key core algorithms for engineering applications.</li></ul>
Fixed CTC for 3 months		30000	
.. Total		30000	Stipend for 3 months

I have have been clearly explained and understood and the above pay package and I accept it.

Date:

Sign:

Name:

Date:

Signature:

Manoj

## Annexure A

Employee Code		Designation - Intern - Member of Technical Staff
Name:	D Manoj Kumar	CTC year 2nd Jan 2019 to 31st March 2019

Breakup Of CTC	Limits as per structure	Limits are	Annual CTC (In Rs.)	Monthly Breakup (In Rs.)
		based on		
Fixed Stipend for 3 months			30,000	10,000
Basic	40%	of CTC	12,000	4,000
House Rent allowance (HRA)	40%	of Basic	4,800	1,600
Conveyance allowance	1600	Rs per month	4,800	1600
Children Education	200	Rs per month	600	200
Special Allowance		Balancing Figure	4,800	1,594
Medical Reimbursements		Rs per month	-	-
Leave Travel Assistance (LTA)		One Month Basic	-	-
Sodhexo Meal Vouchers		Based upon Grade	-	-
Management Allowance	12%	of Basic	1,440	480
Employers Contribution to PF	13.0%	of Basic	1,560	520
Gratuity	5.00%	of Basic	0	0
Total			30,000	10,000
<b>Less: Deductions</b>				
<b>Employees Contribution to PF</b>				
Employers Contribution to PF			1,440	480
Professional Tax			3,156	526
Medical Reimbursements			-	175
Leave Travel Assistance			-	-
Soc			-	-
Gratuity			-	-
<b>Net Take Home (Including Deductions &amp; Before Taxes)</b>			0	0
<b>Taxes to be calculated and deducted</b>			27000	8,825



**ANNEXURE – B**

Upon successful completion of your internship subject to your performance, your employment may be confirmed with us. Post your CTC Break Up would be as follows:

Employee Designation	Member of Technical Staff	Employee Name:	D Manoj Kumar
Estimated Cost-To-Company breakdown w.e.f. 01st May 2019		CTC year: 01st May 2019 to 31st March 2020	
Fixed (Rs.210000) per annum + Bonuses & Group Insurance (Rs.70000) = Total of Rs.2,80,000 per annum			
Est. Total (Considering all bonuses)		Rs.2,80,000	Annual CTC
<b>Other terms and conditions</b>			
1. None of the Bonuses will be pro-rated in case of resignation or an early termination of employment before 31st Mar 2020 for whatever reasons.			
2. Employee will bear all the taxes.			
3. Management's decision will be final in all the CTC matters, ambiguities, bonuses allotment etc.			
4. All bonuses are paid towards the end of your CTC year on pro-rata basis.			
I have been clearly explained and have understood the above pay package and I accept it.			
Date:	Sign:		

Breakup Of CTC	Limits as per structure	Limits are	Annual CTC	Monthly Breakup
		based on	(In Rs.)	(In Rs.)
Annual Fixed CTC			210,000	17,500
Basic	40% of CTC		84,000	7,000
House Rent allowance (HRA)	40% of Basic		33,600	2,800
Conveyance allowance	1600 Rs per month		19,200	1600
Children Education	200 Rs per month		2400	200
Special Allowance		Balancing Figure	45,474	3,990
Medical Reimbursements		Rs per month	-	-
Leave Travel Assistance (LTA)		One Month Basic	-	-
Flexo Meal Vouchers		Based upon Grade	-	-
Management Allowance	12% of Basic or 15000		10,080	840
Employers Contribution to PF	13% of Basic or 15000		10,920	910
Gratuity	5.00% of Basic		4,200	350
Total Fixed CTC (excluding bonuses)			210,000	17,500

Less: Deductions				
Employees Contribution to PF			10,080	840
Employers Contribution to PF			10920	910
Professional Tax			2,500	200
Medical Reimbursements			-	-
Leave Travel Assistance			-	-
Sodexo			0	0
Gratuity			4,200	350
<b>Net Take Home (Including Deductions &amp; Before Taxes)</b>			<b>182,300</b>	<b>15,200</b>
<b>Taxes to be calculated and deducted</b>				



Annexure D: Terms and Conditions:

1. You may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The Company may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.
2. You will use your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Company. While in the service of the Company you shall not, without the express written permission of your reporting manager, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment, whether part time or full time.
3. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the Company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your offer letter (including any Annexures thereto) and any policy, rules, regulations or procedures of the Company, the terms of the latter shall prevail.
4. **Termination by the Company** – The Company may terminate your services at any time with or without Cause subject to the following:
  - If the Company terminates your services without Cause, it shall (a) provide you notice of 30 (Thirty) days or such other period stated in the Company's policy prevailing at the time of such termination, or (b) pay you an amount equivalent to the monthly stipend for the shortfall in such notice period.
  - If the Company terminates your services with Cause - Your services may be terminated by the Company without notice for Cause. "Cause" shall mean:
    - a. Your breach of any of these terms or any other agreement signed by you with the Company, or
    - b. Your breach of the Company code of conduct, policies, rules, regulations and procedures, or
    - c. The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or
    - d. The Company finds your performance unsatisfactory during your probation period of 3 months or any period of training or in the discharge of duties assigned to you, or
    - e. Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or
    - f. Your Unauthorized absence from work; or
    - g. Your insubordination; or
    - h. Your misconduct
5. Upon termination of services you shall return to the Company all books, papers, data (including software, CDs, logins) or any other documents/information and equipment which may have been entrusted to, or be in your care and custody during your employment

6. Without prejudice to the other rights that the Company may have under these terms, the Company may, in its sole discretion, suspend payment of the whole or part of your stipend in the event of your failing to comply with the instructions specified in **Schedule 1** hereto.
7. If you have to undergo any specialized training arranged by the Company, you shall execute a training agreement, if the Company so requires.
8. Without prejudice to other rights available to the Company under these terms or any other agreement executed by you, you will reimburse the Company for all losses, damages, claims or demands (including the costs, expenses and reasonable attorney's fees on account thereof) arising out of your breach of any of these terms or any other agreement executed by you with the Company or arising out of your gross negligence or refusal to perform your duties. You shall also reimburse the Company, any amounts paid to you as stipends if you resign from the Company or your services are terminated by the Company for Cause during your internship period.
9. The validity, construction, interpretation and performance of these terms shall be governed by Indian Laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in Pune, India.

**Schedule 1 to Annexure C**

It is mandatory that you bring the following documents on the date of joining:

- a) All Original Certificates (from SSC onwards) and mark sheets (including all semesters) and photocopies of the same.
- b) Your PAN number or if applied for PAN card, the Temporary PAN number i.e. PAN application number. Photo copy of PAN Card.
- c) Any Identity Proof- Aadhar Card/Passport/Driving License/Voter's card and its Photo copy
- d) Two passport size color photographs with white background.



## Employment Offer Letter

Dear Ms. S Sai Shravya,

Multiplier Solutions, a company with registered office at Hyderabad, Telangana, is pleased to offer you a job as a **Business Consultant and Digital Marketing Executive**. We trust that your hard work and our environment will help you to be among our most valuable team members.

Should you accept this job offer, per company policy you'll be eligible to receive the following beginning from your joining date.

- **Nature of Work:** The Company is engaged in providing end to end marketing solutions to hospitals, doctors and healthcare companies. Your role as **Business Consultant and Digital Marketing Executive** will include all activities that can help our customers grow; develop their brand, provide better customer service and other activities that benefit our customers.
- **Stipend:** Three months from joining date (expected to be 01-June-2019) will be considered as internship during which a stipend of Rs. 7000 per month will be paid. After completion of internship the salary package will be applicable.
  - The internship duration will be considered as part of the bond duration. Any unexpected delay in joining date of the associate or delay in examinations due to academic curriculum constraints (which don't prevail at the time of signing this offer letter) will extend the internship and service agreement end date accordingly.
  - As per academic curriculum, the program is expected to be completed by 15-May-2019 with no issues in joining the organization from 01-June-2019.
  - For a duration from 01-June-2019 till 14-Aug-2019, stipend at rate of Rs.7,000 will be paid for availability of five days a week
  - For a duration from 15-June-2019 to 14-Aug-2019, stipend at rate of Rs.7,000 will be paid for availability as per regular office hours, six days a week
- **Salary:** From 15-Aug-2019, the associate will be paid annual gross starting salary of 2,50,000/- (Indian Rupees Two lac Fifty thousand only) subject to taxes as applicable.
  - For the first three months from 15-Sept-2019 till 30-Nov-2019, monthly payments of Rs. 16000 which includes a monthly bonus component of Rs.2,500 subject to taxes will be paid by the company
  - For the next nine months, monthly payments of Rs.20,000 which includes a monthly bonus component of Rs.3,000 subject to taxes will be paid by the company
- This gross amount also includes:
  - Performance based discretionary bonus of INR 10,000 which will be paid after completion of six months of service with the company on 6-Feb-2020. These six months of service period does not include internship duration or notice period duration in case the associate plans to leave the organization due to any reason.
  - Performance based discretionary bonus of INR 12,000 which will be paid after completion of Fifteen months of service with the company on 06-Nov-2020. These fifteen months of service period does not include internship duration or notice period duration in case the associate plans to leave the organization due to any reason.
- **Payment Terms:** The monthly salary payments will be made by HDFC bank cheque on or before 6<sup>th</sup> of the subsequent month. This implies your dues for working in January will be paid on or before February 6, 2019. Your salary will be subject to tax rules of state and the country, so please do appropriate tax



planning to minimize your taxes. If you join on or after 15<sup>th</sup> of the month your salary for the initial days will be clubbed with the subsequent month's salary and paid at end of the subsequent month.

- **Performance Bonuses:** In addition to your salary, you may from time to time be offered an additional Performance bonus plan allowing you to earn an additional amount in addition to your salary. You need to complete minimum 2 months in the company (after internship) to start on your bonus plan. Bonus component is discretionary depending on your role and performance and company does not have any obligation to offer you any bonuses if they so decide.
- **Stock Options:** After completion of one year, your performance will be reviewed to be eligible for stock option plan subject to rules at that time and to your performance during the year.
- **Probation Period:** The first four months from date of joining will be considered as probation period. This will not affect your salary but given that this is a time when company is investing in you for learning you are expected to do the following:
  - Given that this is period of high learning; you are discouraged from taking leaves in probation period of your service for any reason. Any leave taken during this time (excluding national holidays and company holidays) will be deducted proportionately from your salary- irrespective of reason for leave.
  - Your performance will be reviewed weekly and should we find that your performance, your discipline or ability does not meet our requirements we reserve the right to discontinue your employment within two weeks' notice.
  - If an employee is terminated within the probation period, the company has discretionary right to withhold minimum 1 month of salary payout to the employee in lieu of the training and development costs incurred by the company
- **Timing:** Please plan such that you reach the office by 9:30am and be available for work till 7:30pm, six days a week. Repeated late coming will force us to take disciplinary action. Every month usually the last Saturday is a monthly off. In case of any client deliverables, this can be interchanged with any other day of the month. A prior notice to associates will be circulated in that case.
- **Other benefits:** In addition to your salary you will have the following benefits:  
Twenty days of leaves per year (including sick leave, national holidays, vacation leave and all other types of leave). Out of 20 holidays, 10 will be common company holidays for all associates. Remaining 10 can be taken on individual basis after prior notification and approval from management in accordance with leave policy. If an associate has not availed the 10 leaves he/she is entitled to through the year, the leaves are eligible for encashment at the completion of one year of his services with the company.
- **Confidentiality Agreement:** Given the confidential nature of work, by accepting this offer you agree to keep all data and information confidential throughout your career.
  - This includes keeping confidential throughout your career all data or information that you are exposed to, learn or by any means acquire during your tenure with our company.
  - You also agree not to apply for or take up an employment offer (part time, consulting or full time) with any potential competitor or client of Multiplier Solutions or with any other employer working in healthcare sector for a period of two years from your date of departure from the company. For example: This means that you cannot work with any hospital in Hyderabad or any company that has a product that services doctors or hospitals in any manner.
- You also agree to not take up an employment offer (part time, consulting or full time) with any competitor of a client as well as to not apply to any competitor of a client of Multiplier Solutions for a period of two years from your last working date with the company.
- Since this is a permanent position, you agree to not take up any free lancing projects, part-time engagements, short duration projects or consulting work with any other business entity irrespective of any reason without prior approval by Multiplier Solutions management team. Any such engagement of a part-time or consulting or free-lance nature will be considered as a breach of the service agreement

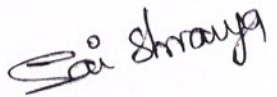


with the company. The associate will be expected to bear the due financial penalty for the service agreement in such a case and will be duly terminated under the termination clause of this offer letter.

- Any breach of any of the above confidentiality terms is a criminal offence and entitles the company to pursue legal and criminal action for damages and recovery of INR Eight lacs or higher given that our customers rely on us for confidentiality.
- **Intellectual Property:** Any and all work done by you during the duration of your employment will be completely the intellectual property of Multiplier Solutions. This includes all ideas, concepts and work of all forms.
- **Service Agreement:** In addition to the terms mentioned above, you agree to comply with terms of the service agreement with Multiplier Solutions and commit to continuing your service till **30-Nov-2020**
- **Notice Period in case of Resignation:**
  - Since the company will invest in your training as well as commit to customers based on your stated availability, you agree to working with the company for a minimum duration which is till **30-Nov-2020**
  - The associate can leave the company (for any reason or no reason) by first providing a notice period of **not less than twelve weeks** so as to allow the company to make alternative arrangements to serve the customer. This is applicable irrespective of whether the resignation is submitted within the bond duration period or after the bond duration period is over.
  - It is entirely the discretion of company management to allow partial buyout of the notice period of the associate based on committed projects and deliverables.
  - In all such cases the buyout due amount will be at minimum of 3 months' gross salary paid to associate and maximum of extent of damage to existing projects and financial loss to company in lieu of employee exit without serving the notice period.
  - No work experience letter will be issued in case employee leaves the organization before completion of 6 months of service
  - If the Bank Guarantee of the employee is active at the time of resignation, the BG will be extended till the end of notice period by the company.
- **Termination of Service:**
  - Company reserves the right to discontinue your employment with two weeks' notice at any time due to any or no reason whatsoever.
  - As an employee you are expected to ensure you maintain proper corporate conduct and discipline. The company can discontinue your employment without notice in case of inappropriate conduct, poor performance or indiscipline and any action that brings financial or social image loss to the company.
  - The company can discontinue your employment **without notice** in case of:
    - a) Inappropriate professional conduct in office with associates or management or
    - b) Negative feedback from customers on work and performance (including not being responsive to customer requests, consistent poor feedback from customer on deadlines, quality of work etc.)  
or
    - c) Indiscipline including insubordination (wilfully disobeying the management) or
    - d) Any action that brings financial or social image loss to the company including actions that result in loss of client by Multiplier
  - In all above cases where the associate is terminated due to inappropriate professional conduct, insubordination or on any action that brings financial or social image loss to the company (pts a, c or d) the associate would be held liable for wilful breach of service agreement with Multiplier Solutions and will have to pay the due penalty as per the service agreement terms.
  - Work Experience letter issuance in case employee is terminated by the organization before completion of 6 months of service will be at discretion of the senior management.
  - In case of termination on performance grounds (pt b) the company has the right to withhold one month salary and any incentive payouts to the associate, in addition to taking legal or other action against the associate wherever required. The decision of the management in such cases will be final and will be taken taking all factors into consideration.

We at Multiplier Solutions look forward to welcoming you aboard.

Sincerely, I accept the offer and terms of offer,

  
S Sai Shravya



Name

S Sai Shravya

Designation

Business Consultant and Digital Marketing Executive

**DETAILED SALARY STRUCTURE SHEET**

(Amount in Rupees)

Particulars	3 Months	9 Month
Basic Salary	6,400	8,000
House Rent Allowance	2,560	3,200
Conveyance allowance	1,600	1,600
Medical reimbursement#	1,250	1,250
PF Employers's Share	768	960
Monthly Bonus	2,500	3,000
Other Allowance#	922	1,990
Gross Salary (Per Month)	<b>16,000</b>	<b>20,000</b>
<b>Gross Salary (Per Annum)</b>		<b>228,000</b>
<b>12 Months Performance Bonus*</b>		<b>10,000</b>
<b>15 Months Performance Bonus*</b>		<b>12,000</b>
<b>Total Cost to Company (CTC) Per Annum</b>		<b>250,000</b>

# Allowance are taxable if respective bills for were not submitted before January of every year

\* Bonuses are payable as per details in increment letter

## Employment Offer Letter

Dear Ms. M Pavani Reddy,

Multiplier Solutions, a company with registered office at Hyderabad, Telangana, is pleased to offer you a job as a **Business Consultant and Digital Marketing Executive**. We trust that your hard work and our environment will help you to be among our most valuable team members.

Should you accept this job offer, per company policy you'll be eligible to receive the following beginning from your joining date.

- **Nature of Work:** The Company is engaged in providing end to end marketing solutions to hospitals, doctors and healthcare companies. Your role as **Business Consultant and Digital Marketing Executive** will include all activities that can help our customers grow; develop their brand, provide better customer service and other activities that benefit our customers.
- **Stipend:** Three months from joining date (expected to be 01-June-2019) will be considered as internship during which a stipend of Rs. 7000 per month will be paid. After completion of internship the salary package will be applicable.
  - The internship duration will be considered as part of the bond duration. Any unexpected delay in joining date of the associate or delay in examinations due to academic curriculum constraints (which don't prevail at the time of signing this offer letter) will extend the internship and service agreement end date accordingly.
  - As per academic curriculum, the program is expected to be completed by 15-May-2019 with no issues in joining the organization from 01-June-2019.
  - For a duration from 01-June-2019 till 14-Aug-2019, stipend at rate of Rs.7,000 will be paid for availability of five days a week
  - For a duration from 15-June-2019 to 14-Aug-2019, stipend at rate of Rs.7,000 will be paid for availability as per regular office hours, six days a week
- **Salary:** From 15-Aug-2019, the associate will be paid annual gross starting salary of 2,50,000/- (Indian Rupees Two lac Fifty thousand only) subject to taxes as applicable.
  - For the first three months from 15-Sept-2019 till 30-Nov-2019, monthly payments of Rs. 16000 which includes a monthly bonus component of Rs.2,500 subject to taxes will be paid by the company
  - For the next nine months, monthly payments of Rs.20,000 which includes a monthly bonus component of Rs.3,000 subject to taxes will be paid by the company
- This gross amount also includes:
  - Performance based discretionary bonus of INR 10,000 which will be paid after completion of six months of service with the company on 6-Feb-2020. These six months of service period does not include internship duration or notice period duration in case the associate plans to leave the organization due to any reason.
  - Performance based discretionary bonus of INR 12,000 which will be paid after completion of Fifteen months of service with the company on 06-Nov-2020. These fifteen months of service period does not include internship duration or notice period duration in case the associate plans to leave the organization due to any reason.
- **Payment Terms:** The monthly salary payments will be made by HDFC bank cheque on or before 6<sup>th</sup> of the subsequent month. This implies your dues for working in January will be paid on or before February 6, 2019. Your salary will be subject to tax rules of state and the country, so please do appropriate tax



planning to minimize your taxes. If you join on or after 15<sup>th</sup> of the month your salary for the initial days will be clubbed with the subsequent month's salary and paid at end of the subsequent month.

- **Performance Bonuses:** In addition to your salary, you may from time to time be offered an additional Performance bonus plan allowing you to earn an additional amount in addition to your salary. You need to complete minimum 2 months in the company (after internship) to start on your bonus plan. Bonus component is discretionary depending on your role and performance and company does not have any obligation to offer you any bonuses if they so decide.
- **Stock Options:** After completion of one year, your performance will be reviewed to be eligible for stock option plan subject to rules at that time and to your performance during the year.
- **Probation Period:** The first four months from date of joining will be considered as probation period. This will not affect your salary but given that this is a time when company is investing in you for learning you are expected to do the following:
  - Given that this is period of high learning; you are discouraged from taking leaves in probation period of your service for any reason. Any leave taken during this time (excluding national holidays and company holidays) will be deducted proportionately from your salary- irrespective of reason for leave.
  - Your performance will be reviewed weekly and should we find that your performance, your discipline or ability does not meet our requirements we reserve the right to discontinue your employment within two weeks' notice.
  - If an employee is terminated within the probation period, the company has discretionary right to withhold minimum 1 month of salary payout to the employee in lieu of the training and development costs incurred by the company
- **Timing:** Please plan such that you reach the office by 9:30am and be available for work till 7:30pm, six days a week. Repeated late coming will force us to take disciplinary action. Every month usually the last Saturday is a monthly off. In case of any client deliverables, this can be interchanged with any other day of the month. A prior notice to associates will be circulated in that case.
- **Other benefits:** In addition to your salary you will have the following benefits:  
Twenty days of leaves per year (including sick leave, national holidays, vacation leave and all other types of leave). Out of 20 holidays, 10 will be common company holidays for all associates. Remaining 10 can be taken on individual basis after prior notification and approval from management in accordance with leave policy. If an associate has not availed the 10 leaves he/she is entitled to through the year, the leaves are eligible for encashment at the completion of one year of his services with the company.
- **Confidentiality Agreement:** Given the confidential nature of work, by accepting this offer you agree to keep all data and information confidential throughout your career.
  - This includes keeping confidential throughout your career all data or information that you are exposed to, learn or by any means acquire during your tenure with our company.
  - You also agree not to apply for or take up an employment offer (part time, consulting or full time) with any potential competitor or client of Multiplier Solutions or with any other employer working in healthcare sector for a period of two years from your date of departure from the company. For example: This means that you cannot work with any hospital in Hyderabad or any company that has a product that services doctors or hospitals in any manner.
- You also agree to not take up an employment offer (part time, consulting or full time) with any competitor of a client as well as to not apply to any competitor of a client of Multiplier Solutions for a period of two years from your last working date with the company.
- Since this is a permanent position, you agree to not take up any free lancing projects, part-time engagements, short duration projects or consulting work with any other business entity irrespective of any reason without prior approval by Multiplier Solutions management team. Any such engagement of a part-time or consulting or free-lance nature will be considered as a **breach of the service agreement**



with the company. The associate will be expected to bear the due financial penalty for the service agreement in such a case and will be duly terminated under the termination clause of this offer letter.

- Any breach of any of the above confidentiality terms is a criminal offence and entitles the company to pursue legal and criminal action for damages and recovery of INR Eight lacs or higher given that our customers rely on us for confidentiality.
- **Intellectual Property:** Any and all work done by you during the duration of your employment will be completely the intellectual property of Multiplier Solutions. This includes all ideas, concepts and work of all forms.
- **Service Agreement:** In addition to the terms mentioned above, you agree to comply with terms of the service agreement with Multiplier Solutions and commit to continuing your service till **30-Nov-2020**
- **Notice Period in case of Resignation:**
  - Since the company will invest in your training as well as commit to customers based on your stated availability, you agree to working with the company for a minimum duration which is till **30-Nov-2020**
  - The associate can leave the company (for any reason or no reason) by first providing a notice period of **not less than twelve weeks** so as to allow the company to make alternative arrangements to serve the customer. This is applicable irrespective of whether the resignation is submitted within the bond duration period or after the bond duration period is over.
  - It is entirely the discretion of company management to allow partial buyout of the notice period of the associate based on committed projects and deliverables.
  - In all such cases the buyout due amount will be at minimum of 3 months' gross salary paid to associate and maximum of extent of damage to existing projects and financial loss to company in lieu of employee exit without serving the notice period.
  - No work experience letter will be issued in case employee leaves the organization before completion of 6 months of service
  - If the Bank Guarantee of the employee is active at the time of resignation, the BG will be extended till the end of notice period by the company.
- **Termination of Service:**
  - Company reserves the right to discontinue your employment with two weeks' notice at any time due to any or no reason whatsoever.
  - As an employee you are expected to ensure you maintain proper corporate conduct and discipline. The company can discontinue your employment without notice in case of inappropriate conduct, poor performance or indiscipline and any action that brings financial or social image loss to the company.
  - The company can discontinue your employment **without notice** in case of:
    - a) Inappropriate professional conduct in office with associates or management or
    - b) Negative feedback from customers on work and performance (including not being responsive to customer requests, consistent poor feedback from customer on deadlines, quality of work etc.) or
    - c) Indiscipline including insubordination (wilfully disobeying the management) or
    - d) Any action that brings financial or social image loss to the company including actions that result in loss of client by Multiplier
  - In all above cases where the associate is terminated due to inappropriate professional conduct, insubordination or on any action that brings financial or social image loss to the company (pts a, c or d) the associate would be held liable for wilful breach of service agreement with Multiplier Solutions and will have to pay the due penalty as per the service agreement terms.
  - Work Experience letter issuance in case employee is terminated by the organization before completion of 6 months of service will be at discretion of the senior management.
  - In case of termination on performance grounds (pt b) the company has the right to withhold one month salary and any incentive payouts to the associate, in addition to taking legal or other action against the associate wherever required. The decision of the management in such cases will be final and will be taken taking all factors into consideration.



We at Multiplier Solutions look forward to welcoming you aboard.

Sincerely, I accept the offer and terms of offer,

*Pavani Reddy*  
M Pavani Reddy

Name

M Pavani Reddy

Designation

Business Consultant and Digital Marketing Executive

**DETAILED SALARY STRUCTURE SHEET**

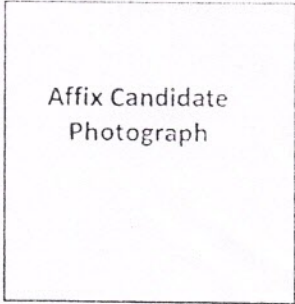
(Amount in Rupees)

Particulars	3 Months	9 Month
Basic Salary	6,400	8,000
House Rent Allowance	2,560	3,200
Conveyance allowance	1,600	1,600
Medical reimbursement#	1,250	1,250
PF Employers's Share	768	960
Monthly Bonus	2,500	3,000
Other Allowance#	922	1,990
Gross Salary (Per Month)	16,000	20,000
Gross Salary (Per Annum)		228,000
12 Months Performance Bonus*		10,000
15 Months Performance Bonus*		12,000
Total Cost to Company (CTC) Per Annum		250,000

# Allowance are taxable if respective bills for were not submitted before January of every year

\* Bonuses are payable as per details in increment letter





Affix Candidate  
Photograph

(Recruiter Signature)

Date: 14/8/18

Candidate's Full Name: J. SRAVAN KUMAR REDDY

LETTER OF INTENT

Dear SRAVAN KUMAR REDDY

**Congratulations!**

This letter of intent is in reference to your candidature submitted in Docprime Technologies Private Limited ("the Company"). Further to your interview and discussions with us, we are pleased to offer you

the role of Associate Service Consultant (Designation) in Docprime (Department) in the Company at an annual CTC (Cost to the Company) acknowledged by you.

Your date of joining is 27 (DD)/ 08 (MM)/ 18 (YY) failing which, the Company may cancel your appointment as per its discretion.

You are required to report sharp at 9:00am for your joining formalities & induction @ one of the below highlighted address:

(Recruiter to tick whichever applicable)

<input type="checkbox"/>	Building No 84, Sector 44, Gurgaon Haryana - 122001
--------------------------	---

<input checked="" type="checkbox"/>	Unitech Club Patio, Block E, South City 1, Near NH8, Gurgaon Haryana - 122001
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Please reach out to your recruiter Deepika Luthra @ 9650633356/8448998976 for any queries or concerns.

Your first day in the Company will start with the attendance and documentation filing, hence please carry below mentioned documents in ORIGINAL and PHOTOCOPY to assist us in smooth joining process.

Failing to submit below mentioned documents will lead to postponement / or in some cases, cancellation of your appointment.

S. No	Mandatory Documents Details	No of copies/REMARKS
1	PAN card	3 COPIES
2	Aadhaar card (With complete DOB i.e. DD/MM/YY)	3 COPIES
3	UAN Number (If you do not have then please generate and carry it along)	Provide Number
4	Permanent Address Proof	2 COPIES
5	Bank Account details of any existing bank account	Cancelled Cheque
6	Date of Birth confirmation of your Mother, Father & Spouse + Nominee	Provide Details
7	Class X – Pass certificate and Marksheet	2 COPIES
8	Class XII - Pass certificate and Marksheet	2 COPIES
9	Graduation & Post Graduation (If applicable) - Degree/provisional certificate	2 COPIES
10	Last Organization - Experience/ Relieving letter + Last 3 months salary slip	2 COPIES
11	Passport size color photos	6 COPIES

**Important Note:** Your appointment with the Company is subject to a Background Verification clearance.

**Bank Account –** The Company uses only HDFC bank account for processing salary of its employees. Hence, if you already have an existing HDFC account, please submit your account number with IFSC details on the date of joining; OR you will be required to open a new account with HDFC bank for which you will need to submit your address proof, PAN & Aadhaar card and 2 photographs. The representatives of HDFC bank are available every Tuesday and/or Thursday in cafeteria of building no. 123, Sector 44, Gurugram- 122001, Haryana.

Please note that this is only Letter of Intent and shall not be considered as binding on Company or any commitment of employment on part of the Company or contract of employment between you and the Company.

Best of luck and we look forward to you having a wonderful relationship with the Company.

Thanks & Regards,

*Deepika*

Talent Acquisition Team  
Human Resources Department  
Docprime Technologies Private Limited



Annual CTC - 294000

Monthly CTC - 24500

Inhand - 20129

PF - 1764 + 1764

Bonus - 833

LWF - 10.

et al.



Affix Candidate  
Photograph

(Recruiter Signature)

Date: 14/8/18

Candidate's Full Name: Sai Teja Madhwar

**LETTER OF INTENT**

Dear Sai Teja

**Congratulations!**

This letter of intent is in reference to your candidature submitted in Docprime Technologies Private Limited ("the Company"). Further to your interview and discussions with us, we are pleased to offer you

the role of Associate Senior Consultant (Designation) in Docprime (Department) in the Company at an annual CTC (Cost to the Company) acknowledged by you.

Your date of joining is 27 (DD)/08 (MM)/18 (YY) failing which, the Company may cancel your appointment as per its discretion.

You are required to report sharp at 9:00am for your joining formalities & induction @ one of the below highlighted address:

*(Recruiter to tick whichever applicable)*

Building No 84,  
Sector 44, Gurgaon  
Haryana - 122001

Unitech Club Patio,  
Block E, South City 1,  
Near NH8, Gurgaon  
Haryana - 122001

Please reach out to your recruiter Deepika Luthra @ 9650633356/8448998976 for any queries or concerns.

Your first day in the Company will start with the attendance and documentation filing, hence please carry below mentioned documents in ORIGINAL and PHOTOCOPY to assist us in smooth joining process.



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3	UAN Number (If you do not have then please generate and carry it along)	3 COPIES
4	Permanent Address Proof	Provide Number
5	Bank Account details of any existing bank account	2 COPIES
6	Date of Birth confirmation of your Mother, Father & Spouse + Nominee	Cancelled Cheque
7	Class X - Pass certificate and Marksheet	Provide Details
8	Class XII - Pass certificate and Marksheet	2 COPIES
9	Graduation & Post Graduation (If applicable) - Degree/provisional certificate	2 COPIES
10	Last Organization - Experience/ Relieving letter + Last 3 months salary slip	2 COPIES
11	Passport size color photos	6 COPIES


**Important Note:** Your appointment with the Company is subject to a Background Verification clearance.

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Please note that this is only Letter of Intent and shall not be considered as binding on Company or any commitment of employment on part of the Company or contract of employment between you and the Company.

Best of luck and we look forward to you having a wonderful relationship with the Company.

Thanks & Regards,

  
Talent Acquisition Team  
Human Resources Department  
Docprime Technologies Private Limited



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**Fwd: Letter of Intent**

Rajesh Raj <chintalarajesh505@gmail.com>  
To: shivakumar.a@kpritech.ac.in

Fri, Sep 28, 2018 at 2:59 PM

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

From: HR <hr@madhees.com>  
Date: Fri, Sep 28, 2018 at 2:55 PM  
Subject: Letter of Intent  
To: <chintalarajesh505@gmail.com>

Hi Rajesh Chintala,

Hope things are great.

Based on our discussions , this is to confirm that Madhees is willing to offer you a full time position as a **HR Recruiter** with the annual compensation of **Rs 1.2 Lacs per annum** as per the agreed terms during the discussion.

We look forward to having you join our team latest by **01<sup>st</sup> October, 2018 at 11:00 AM**. We are happy to have you, start earlier if you can. Kindly confirm your acceptance & joining date. Your Appointment Letter would be shared at the time of joining.

Thanks and Regards,

Dhaneesha | *HR Business Partner*

**Madhees Techno Consulting Pvt Ltd**

#446, Silicon Valley, Hitech City

Hyderabad – 500081

✉ [hr@madhees.com](mailto:hr@madhees.com) | [www.madhees.com](http://www.madhees.com)

☎ 917660000735

*"Choose a Job you love, and you will never have to work a day in your life" – Confucius*







Dated 13<sup>th</sup> Aug 2019

Dear Rajaram Dubey,

We welcome you to **SYKES Business Services of India Private Limited!**

We take pleasure in offering you appointment in our organization with following terms and conditions.

**1. Appointment**

We are pleased to appoint you as **Customer Service Representative** at Hyderabad. Your date of joining with the company is **19<sup>th</sup> Aug 2019**.

**2. Service Rules**

Your services will be governed by the rules and regulations of the Company. You will be bound by all rules, regulations, policies, and orders promulgated by the Company from time to time in relation to conduct, discipline, punctuality, leave, medical, retirement, and any other matters which form part of this contract of employment. However, some of the terms of immediate relevance are specifically mentioned herein for your benefit.

**3. Job Assignment / Reporting**

In your assignment, you will be responsible for carrying out Process Executive functions / duties. You will report directly to the concerned Team Leader/Supervisor / Manager of the Department.

**4. Probation**

You will be on probation for a period of six months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed. The confirmation of your services shall be conveyed to you by the Company in writing. The Company reserves the right to reduce/dispense with or extend your probation period at its absolute discretion. Unless confirmed in writing, you will deem to be a probationer.

**5. Duties/ Responsibilities**

- a) You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that shall be given to you from your supervisors.
- b) You will have the responsibility for efficient, satisfactory and economic operation in the areas of responsibility that may be assigned to you from time to time. It is the intention on the Company that every employee of the Company takes upon him / her certain degree of responsibility and is accountable for the work undertaken by him/her.
- c) The Management may place you on any assignment in any unit / department / associate concern of the company in or out of Hyderabad, as it may consider necessary in its absolute discretion from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.



- d) Company personnel are whole time employees of the company and they should not have any other employment or hold any other honorary office during the tenure of such employment. The management may, on a specific application made by an employee, permit holding honorary positions/office on a case to case basis.

## 6. Secrecy

- a) Employees of the company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the company's operations or that of any of its clients. Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- b) No documents or stationery or any other matter should be handed over to any person without the specific written approval of the competent authority.

## 7. Compensation

Your CTC (Cost to Company) is **INR 2,12,156/-** and the break-up of the same is given below:

Components	Monthly	Yearly
BASIC	13000	156000
TRANSPORT	1450	17400
<b>Gross</b>	<b>14,450</b>	<b>1,73,400</b>
<b>Employer Contribution</b>		
EPF	1560	18720
ESI	470	5636
FOOD	1200	14400
<b>CTC</b>	<b>17,680</b>	<b>2,12,156</b>

\* Provident Fund is calculated at 12 % of Basic Salary for Employer and 12% of Basic Salary for Employee. Employee PF is deducted from Gross Salary.

\*\* ESI is calculated at 3.25% of Gross Salary for Employer and 0.75% of Gross Salary for Employee. Employee ESI is deducted from Gross Salary.

\*\*\* Night Shift Allowance is paid on a pro-rata basis for employees whose designated shift ends beyond 12 AM (Night)

\*\*\*\* Transport allowance of INR 1450/- will be paid to employee who travel by their own Transport

\*\*\*\*\* Incentives shall be paid every month based on performance of the employee and as per the company's incentive guidelines.

\*\*\*\*\* Employees must be in attendance for a minimum of 7 working days concurrently, failing which, will be terminated and salaries will not be paid out



## 8. Confidentiality

You recognize that you are being hired in a position of trust and confidence with SYKES and that SYKES needs to protect the Confidential Information relating to its business.

- a) Employees of the Company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of any of its clients.
- b) Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- c) No documents or stationery or any other material should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

## 9. "Confidential Information" shall include all:

- i. Production processes, marketing techniques and arrangements, mailing lists, purchasing information, pricing policies, quoting procedures, financial information, customer and prospect names & requirements, employee, customer, supplier and distributor data and other materials or information relating to SYKES business and activities and the manner in which SYKES does business;
- ii. Discoveries, concepts and ideas including, without limitation, the nature and results of research and development activities, process, formulas, inventions, computer-related equipment or technology, techniques, know-how, designs, drawings and specifications;
- iii. All other materials or information related to the business or activities of SYKES which are not generally known to others engaged in similar business or activities;
- iv. All ideas which are derived from or related to your access to or knowledge of any of the above enumerated materials and information and;
- v. All information about or belonging to suppliers and clients of, and all parties to any agreement with SYKES which would be confidential and any information pursuant to the above definition if such other parties are in the position of SYKES or which SYKES has agreed to treat as confidential.

## 10. Non-Competition & Non-Solicitation

During your employment and for a period of 1-year (One Year) from the cessation of your employment with SYKES (irrespective of the circumstances of, or the reasons for, the cessation) you agree not to -

- a) Directly or indirectly, either alone or as a partner, independent contractor, agent, principal, consultant, officer, director or employee or engage in any capacity whatsoever with any of our client organizations, any firm or entity, engaged in any commercial activity in competition with any part of SYKES business as conducted during the term of this Agreement or as of the date of such termination of employment.
- b) Solicit, induce or encourage any employee of SYKES (or any person who had been an SYKES employee within six months of such solicitation, etc. to terminate their employment with SYKES or to accept employment with any other entity).
- c) Solicit, induce or encourage any existing employee to become associated with or perform services of any type for any third party.



You agree that the promises you have made in this agreement are reasonable with respect to their duration, geographical area and proscription. In the event of your actual or threatened breach of the provisions of this section, SYKES shall have the right to obtain injunctive relief and/or specific performance and to seek any other remedy available to SYKES.

#### 11. Survival

Sections 06, 08, and 10 of this Agreement shall survive termination of your employment.

#### 12. Jurisdiction

This agreement shall be construed and enforced in accordance with the laws of India and any action brought hereunder shall be brought in the Courts situated at Secunderabad/Hyderabad.

#### 13. Termination of Service

The appointment is terminable either side, by giving **One month notice**. Any employee not adhering to this standard will not receive a relieving letter. Employee's that have not been confirmed and are still probationary are required to give **One month notice**.

#### 14. General

- a) The company will deduct Taxes payments as appropriate and consistent with the Indian Tax regulations. You will be responsible for your Tax liabilities under all applicable Tax Laws and Regulations.
- b) During the course of your employment, If you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be intemperate, commit any breach of the terms of your employment or of any of the stipulations herein contained, the company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments, if any, then due to you, the amount of any damage the company may have sustained.
- c) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses/allowance as may be in force from time to time.
- d) In case of any change in your residential address during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.
- e) Upon termination/resignation of your employment, you will return to the Company all papers/documents and/or other properties, which may be in your possession at the time relating to the business of the Company and will not retain any copies of extracts.



- f) Please note that our offer is subject to references provided by you being satisfactory and you're being found medically fit as declared by you.
- (i) You shall produce the following documents on or before joining.
- a. Copy of Appointment letter & Relieving Letter from previous employer (if applicable)
  - b. Copy of the last pay slip drawn
  - c. Form 16(1) (pertaining to TDS) from the previous employer
  - d. PF Membership No. (if already a member)
    - Name & Address of the PF Trust or Regional Provident Fund Commissioner of your state
    - Location & Address where the Transfer request need to be sent
  - e. Certificate in support of your academic/professional qualifications
  - f. Proof of Age / Birth certificate / School Leaving Certificate
  - g. Six recent passport size colour photograph and one colour stamp sized photograph
  - h. Company PPF form duly filled in.
  - i. Photocopy of VALID PASSPORT
  - j. Proof of Identity (Copy of Passport / Driving License / Voters ID Card / College Exam Admit Card)
  - k. Photocopy of the appointment letter duly acknowledged.
  - l. Information on your Blood Group.
  - m. Physical fitness certificate from a registered practitioner not less qualified than MBBS.

The terms of your employment contract detailed above are strictly confidential and shall be treated as privileged, information between yourself and the company. You are expected to maintain such information appropriately.

We welcome you to our Organization and wish you a long, happy and rewarding career with us.

Yours Faithfully,

  
SYKES Business Services of India Private Limited

Gaddigopula Mahendra  
Associate Director - Human Resources

Acceptance

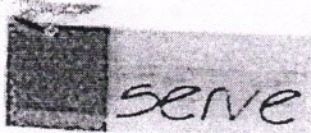


I accept the Terms & Conditions of Appointment as out lined above.

Name: Rajaram Dubey

Signature: Rajaram





# Vserve Energy Systems

Flat No : D-22, 1st Floor, Bharani Complex, Minister Road,  
Secunderabad - 500003. Tel-Fax : +91 40 2781 0198  
E.mail : vserve.energy@gmail.com, simon@vserveenergy.com

Ref: VSES/BK/AL/01/2019-2020

Dated: 01-07-2019

Mr. B. Karunakar  
S/o. Bandari Narasaiah,  
2-3-74/13/R, B R Ambedkar Colony,  
Cherlapally, Gatkesar, K V Rangareddy,  
Telangana-501301.

Dear Mr. B. Karunakar

SUB: Appointment for the post of "Engineer-Sales" –reg

With reference to the Interview you had with us, we are pleased to offer you the employment as per the following terms & conditions.

**General:**

- Your appointment is effective from 01-07-2019.
- Your remuneration for your employment will be Rs.15,000/- (Rupees Fifteen Thousand only). You shall keep all the information pertaining to your remuneration strictly confidential.
- Bonus: you will be eligible for the Yearly Bonus of one month salary after completing one year. This will be paid during every year Diwali.
- You shall be entitled to leave as per the company rules & policies. No. of leaves & eligibility shall be communicated to you shortly.
- You will be provided Rs.2/ KM towards your Local conveyance from the company. This shall be applicable only from office to customer visits.
- You are eligible for the Mobile expenses to the maximum of Rs.600/- monthly.
- We shall provide you the SIM card with the number from company side. At the time of leaving the office you please surrender the same back to us.
- Your Annual Increments will be purely based on your performance.
- You will be governed by the rules and regulations as applicable, enforced, amended or altered from time to time during the course of your employment.
- You further agree that you shall perform your duties with diligence, devotion and discretion and company may hold you liable for gross negligence. While in the employment of the company, you are in no way allowed to be employed by other company or a temporary or part time basis or offer your service with or without pay to any physical person, legal entity or public authority or to be occupied on your own business without prior consent of the company.

UNIVERSAL  
POWER  
Transformers

Schneider  
Electric  
Transformers & MV Switchgear

3M  
Cable Termination Kits

PS  
Pentagon HT Switchgear

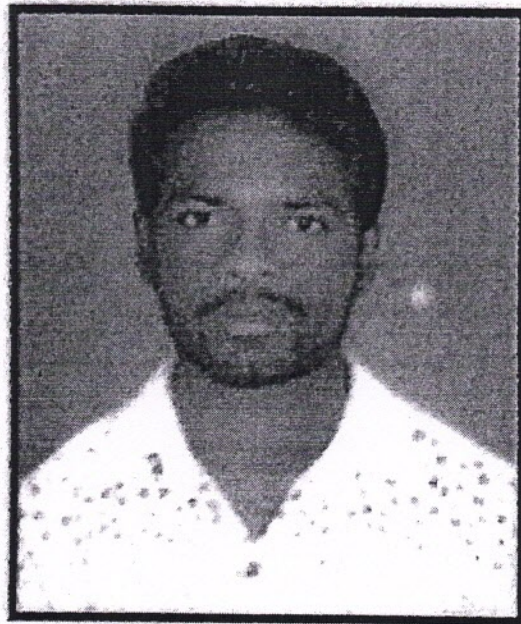
Indelec  
Lightning protection

BAJAJ  
Lighting Trust  
Luminaires

COOPER Bussmann  
Fuses

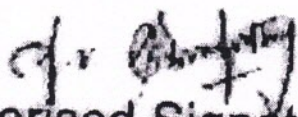


serve



**B. Karunakar**  
Engineer - Sales

Emp. Code : S04  
Blood Group : B+  
DOB : 10.08.1995  
Contact No. : 9948214222

  
Authorised Signatory

***Vserve Energy Systems***

Flat No. D-22, 1st Floor, Bharani Complex,  
Minister Road, Secunderabad - 3.

Tel-Fax : +91 40 2781 0198

Email : [sales@vserveenergy.com](mailto:sales@vserveenergy.com) [vserve.energy@gmail.com](mailto:vserve.energy@gmail.com)



## Offer of Employment

Date: 27 June 2019

Dear Mr./Mrs./Miss Sravan Charan

Sub: Offer Letter as **Client Relationship Officer** in SIG – Reg.

Ref: Your Application dated 04<sup>th</sup> June 2019

With reference to your Application cited above, SIG is delighted to offer you the position of **Client Relationship Officer, at SIG KPHB**, and you shall report directly to **Vice President**.

The date of commencement of your employment is from **01-07-2019**. The gross salary offered to you for this position is Rs. 15000/- (Rupees Fifteen Thousand only) per month.

### **Working Hours and Leave Policy-**

The Firm expects you to abide to the business hours in which you are encouraged to work. The Office will work from 9:30 AM to 6:30 PM from Monday to Friday (Five days a week) with half an hour lunch break. In some scenarios, work timings can be differed depending on the task allocated to you. You will have public holidays as listed by the SIG, for the months of the Calendar Year 2019.

### **Training Period-**

Your appointment, as Client Relationship Officer in SIG is purely temporary and you will be under training for about 3 months from 01-07-2019 and you will get paid of Rs. 12000/- (Rupees Twelve Thousand only) per month during the training.

If the Management feels that you are not picking up / not showing interest in the work, your services will be terminated without any notice. After completion of training period of 3 months, if the Management is satisfied with your performance, Confirmation will be issued in writing. In case of your resignation either during training period or after confirmation, you have to give minimum one month notice, in writing, or else you have to forgo one month salary.

The employee, at the time of leaving SIG, either by termination or by resignation, shall invariably hand over all the official documents, viz: employee ID card, mail id, password, mobile sim, phone instrument and other documents, if any. In case of non-handing over such items / documents, legal action will be initiated against such employee.



## Incentives Plan-

Please refer to Annexure - I

**Please find below the main responsibilities of the position**  
(Differs from post to post)

- Reaching monthly target of student numbers
- Sending reports on weekly basis to higher management
- Student guidance on university and course information
- Target market for your position is Research & Masters students
- Provide information sheet and feedback on University updates in staff meeting
- Advising management on any changes in procedures or regulation of Visa's & admissions.
- Smooth communication with students and management is important
- Effective maintenance of student data and network is one of your major tasks. It is your sole responsibility to process the entire application of the student, ensure admission and follow up with our admissions team without any delays.
- Supporting the Marketing Team for the Events and Seminars, whenever and wherever required.

## **Terms and conditions of the position:**

- We recommend Job timings, Ethical behavior, Formal dressing and formal work environment
- Informal communication is highly avoided and you required speaking English in office atmosphere and no other regional languages are to be spoken.
- Continuous learning is appreciated
- Team coordination and cohesion is important
- Need to attend any kind of training sessions for learning and development purpose.
- You are required to put on soft skills, empathizing skills and provide great customer satisfaction.
- Counseling qualities are to be adopted time to time according to the industry changes
- Must respect organizations hierarchal levels and higher official's decision at work.
- Important decisions have to be taken with the reference and consideration of the Management.
- Work ethics and work culture has to be maintained appropriately
- Do not cause any inconvenience to the students

**NOTE: Terms and conditions are subject to change in future.**



Authorized Representative  
Storm International Group

Candidate Signature

Signature.....*Karthik*.....  
Name.....*Karthik*.....  
Date.....*1-7-19*.....

Signature.....*Sravan Charan*.....  
Name.....*S. Sravan Charan.*.....  
Date.....*1-7-2019.*.....



## Offer of Employment

Date: 27 June 2019

Dear Mr/Mrs./Miss B .Nisha Kumari

Sub: Offer Letter as **Client Relationship Officer** in SIG – Reg.

Ref: Your Application dated 04<sup>th</sup> June 2019

With reference to your Application cited above, SIG is delighted to offer you the position of **Client Relationship Officer, at SIG KPHB**, and you shall report directly to **Vice President**.

The date of commencement of your employment is from **01-07-2019**. The gross salary offered to you for this position is Rs. 15000/- (Rupees Fifteen Thousand only) per month.

### **Working Hours and Leave Policy-**

The Firm expects you to abide to the business hours in which you are encouraged to work. The Office will work from 9:30 AM to 6:30 PM from Monday to Friday (Five days a week) with half an hour lunch break. In some scenarios, work timings can be differed depending on the task allocated to you. You will have public holidays as listed by the SIG, for the months of the Calendar Year 2019.

### **Training Period-**

Your appointment, as Client Relationship Officer in SIG is purely temporary and you will be under training about 3 months from 01-07-2019 and you will get paid of Rs. 12000/- (Rupees Twelve Thousand only) per month during the training.

If the Management feels that you are not picking up / not showing interest in the work, your services will be terminated without any notice. After completion of training period of 3 months, if the Management is satisfied with your performance, Confirmation will be issued in writing. In case of your resignation either during training period or after confirmation, you have to give minimum one month notice, in writing, or else you have to forgo one month salary.

The employee, at the time of leaving SIG, either by termination or by resignation, shall invariably hand over all the official documents, viz: employee ID card, mail id, password, mobile sim, phone instrument and other documents, if any. In case of non-handing over such items / documents, legal action will be initiated against such employee.



## Incentives Plan-

Please refer to Annexure - I

### Please find below the main responsibilities of the position (Differs from post to post)

- Reaching monthly target of student numbers
- Sending reports on weekly basis to higher management
- Student guidance on university and course information
- Target market for your position is Research & Masters students
- Provide information sheet and feedback on University updates in staff meeting
- Advising management on any changes in procedures or regulation of Visa's & admissions.
- Smooth communication with students and management is important
- Effective maintenance of student data and network is one of your major tasks. It is your sole responsibility to process the entire application of the student, ensure admission and follow up with our admissions team without any delays.
- Supporting the Marketing Team for the Events and Seminars, whenever and wherever required.

### Terms and conditions of the position:

- We recommend Job timings, Ethical behavior, Formal dressing and formal work environment
- Informal communication is highly avoided and you required speaking English in office atmosphere and no other regional languages are to be spoken.
- Continuous learning is appreciated
- Team coordination and cohesion is important
- Need to attend any kind of training sessions for learning and development purpose.
- You are required to put on soft skills, empathizing skills and provide great customer satisfaction.
- Counseling qualities are to be adopted time to time according to the industry changes
- Must respect organizations hierarchal levels and higher official's decision at work.
- Important decisions have to be taken with the reference and consideration of the Management.
- Work ethics and work culture has to be maintained appropriately
- Do not cause any inconvenience to the students

**NOTE: Terms and conditions are subject to change in future.**



Authorized Representative  
Storm International Group

Candidate Signature

Signature.....*Karirik*

Name.....*Karirik*

Date.....

Signature.....*Abdulfurqan*

Name.....

Date.....



## Annexure - I

### Incentive Plan

#### Test Prep Incentives:

Description	We Charge	Incentives
IELTS/PTE/TOFEL	3500	350
GRE	8000	800
Combo (IELTS/PTE + GRE)	10000	1000

#### Visas:

Description	We Charge	Incentives
Australia	0	5000
Canada	0	1000
USA	0	1000
UK	0	5000
NZ	0	5000

#### European Country Registration Incentives:

Description	We Charge	Incentives
Italy	50000	5000
Germany & Other Countries	30000	3000





# Stealth Technocrats

Technology At Your door

Ground floor , F -33 ,Industrial Area ,Phase-8 Mohali.(PB.) 0172-4188

ST/18/1751

Ref. No. : .....

08/10/2018

Date : .....

Dear

Sathyendra Nath

We are in receipt of your application for the **Business Analyst**. We are pleased to inform you that our organization has found you eligible for the profile described. You are date of joining at our office on the **26<sup>th</sup> December, 2018** in approval to your appointment.

As per our Company policy, you will be on **Training Period** for 6 months( it can be decrease according to your performance) with (8,000 to 15,000) stipend and then, based on your performance and review you will be taken to the next level of employment in the organization with (15,000 to 30,000) salary. Other terms and conditions would be discussed on your appointment.

We hope to have a long successful professional relationship with you and wish you all the very best.

Regards

Vishakha Thakur

HR Head

Stealth Technocrats

+919056666655

stealthtechnocrats@gmail.com





# Stealth Technocrats

*Technology At Your doorstep*

Ground floor , F -33 ,Industrial Area ,Phase-8 Mohali.(PB.) 0172-4188813

ST/18/1751

Ref. No. : .....

08/10/2018

Date : .....

Dear

Samhith

We are in receipt of your application for the **Business Analyst**. We are pleased to inform you that our organization has found you eligible for the profile described. You are date of joining at our office on the **26<sup>th</sup> December, 2018** in approval to your appointment.

As per our Company policy, you will be on **Training Period** for 6 months( it can be decrease according to your performance) with (8,000 to 15,000) stipend and then, based on your performance and review you will be taken to the next level of employment in the organization with (15,000 to 30,000) salary. Other terms and conditions would be discussed on your appointment.

We hope to have a long successful professional relationship with you and wish you all the very best.

Regards

**Vishakha Thakur**

**HR Head**

**Stealth Technocrats**

**+919056666655**

**stealthtechnocrats@gmail.com**





Wane Technologies Private Limited

Spaze I-Tech, Sector 49 Sohna road, Gurgaon - 122002

Date: 17<sup>th</sup> August 2018

Mr. P. Rajashekar Reddy

Contact: 7893675134 Sub:- LOI for the post of GET(Site Field Engineer)

Dear P. Rajashekar Reddy

With reference to your interview dated 17th-Aug-2018, we are pleased to offer you the position of "GET" in our organization on below mentioned terms and conditions.

1. During months of joining you will be entitled for Rs.15000/- as & TA for projects site visits if applicable and 300/- per site.

2. After successful completion of your training you will be evaluated by our technical experts and based on your performance result you will be taken on the rolls of "Wane Technologies Private Limited" or client roll.

3. You will be on probation period of 6 months after successful completion of your training and results.

4. Your offer/appointment/joining will be subject to requirement/vacancy in the organization as our business depends on project from customer/clients assigned to us

5. Six months - mandatory.

Location – Pan India

We trust that your knowledge, experience and skills will be among our most valuable assets. To facilitate the joining process, you are requested to submit the following documents at time of joining.

(a) Resume (b) 4 Passport Size Photographs (c) Copy of all Educational Certificates (d) Copy of ID & Residence Proof (e) Copy of Pan Card (f) Fitness Certificate from an MBBS Doctor.

Looking forward to your joining on June 2019 at 10:00 hrs. Please do approach us in case you require extension for Date of joining before the stipulated date, or else this offer shall lapse. Upon arrival, you are requested to contact Office to complete the joining formalities.

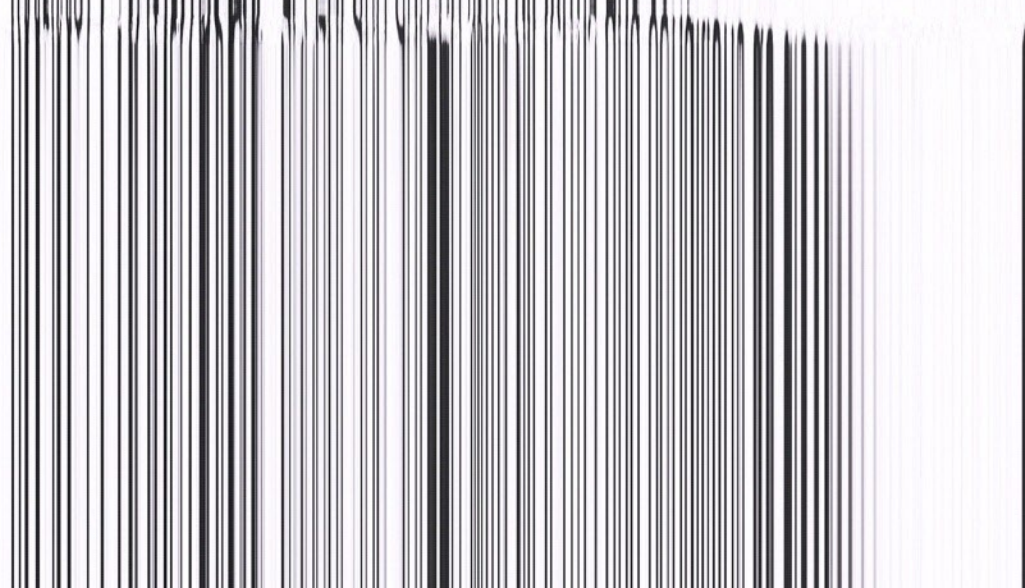
For Wane technologies Pvt. Ltd.

Manager - HR (with company stamp and signature)

Please return back this sheet as a token of acceptance latest by.....

Declaration

P. Rajashekar Reddy accept and agreed with all terms and conditions as discussed with me during interview. I







Wane Technologies Private Limited  
Spaze I-Tech, Sector 49 Sohna road, Gurgaon - 122002

Date: 17<sup>th</sup> August 2018

Mr. P. Rajashekar Reddy

Contact: 7893675134

Sub:- LOI for the post of GET(Site Field Engineer)

Dear P. Rajashekar Reddy

With reference to your interview dated 17th-Aug-2018, we are pleased to offer you the position of "GET" in our organization on below mentioned terms and conditions.

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2. After successful completion of your training you will be evaluated by our technical experts and based on your performance result you will be taken on the rolls of "Wane Technologies Private Limited" or client roll.
3. Your will be on probation period of 6 months after successful completion of your training and results.
4. Your offer/appointment/joining will be subject to requirement/vacancy in the organization as our business depends on project from customer/clients assigned to us
5. Six months - mandatory.

Location - Pan India

We trust that your knowledge, experience and skills will be among our most valuable assets. To facilitate the joining process, you are requested to submit the following documents at time of joining.

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Looking forward to your joining on **June 2019 at 10:00 hrs**. Please do approach us in case you require extension for Date of joining before the stipulated date, or else this offer shall lapse. Upon arrival, you are requested to contact Office to complete the joining formalities.

For Wane technologies Pvt. Ltd.



Manager - HR

Please return back this sheet as a token of acceptance latest by.....

Declaration

I (Mr/Ms) P. Rajashekar Reddy accept and agreed with all terms and conditions as discussed with me during interview. I am physically fit and do not have any difficulty in tower climbing. I will join on above mentioned date.

P. Rajashekar Reddy  
Signature





Wane Technologies Private Limited  
Spaze I-Tech, Sector 49 Sohna road, Gurgaon - 122002

Date: 17<sup>th</sup> August 2018

Mr. V. Sai Rishik

Contact: 7032327122

Sub:- LOI for the post of GET(Site Field Engineer)

Dear V. Sai, Rishik

With reference to your interview dated 17th-Aug-2018, we are pleased to offer you the position of "GET" in our organization on below mentioned terms and conditions.

1. During months of joining you will be entitled for Rs.15000/- as & TA for projects site visits if applicable and 300/- per site.

2. After successful completion of your training you will be evaluated by our technical experts and based on your performance result you will be taken on the rolls of "Wane Technologies Private Limited" or client roll.

3. You will be on probation period of 6 months after successful completion of your training and results.

4. Your offer/appointment/joining will be subject to requirement/vacancy in the organization as our business depends on project from customer/clients assigned to us

5. Six months - mandatory.

Location - Pan India

We trust that your knowledge, experience and skills will be among our most valuable assets. To facilitate the joining process, you are requested to submit the following documents at time of joining.

(a) Resume (b) 4 Passport Size Photographs (c) Copy of all Educational Certificates (d) Copy of ID & Residence Proof (e) Copy of Pan Card (f) Fitness Certificate from an MBBS Doctor.

Looking forward to your joining on **June 2018** at 10:00 hrs. Please do approach us in case you require extension for Date of joining before the stipulated date, or else this offer shall lapse. Upon arrival, you are requested to contact Office to complete the joining formalities.

For Wane technologies Pvt. Ltd.

Manager-HR

Please return back this sheet as a token of acceptance latest by.....

Declaration

I (Mr/Ms) V. Sai Rishik..... accept and agreed with all terms and conditions as discussed with me during interview. I am physically fit and do not have any difficulty in tower climbing. I will join on above mentioned date.

Signature





Wane Technologies Private Limited  
Spaze I-Tech, Sector 49 Sohna road, Gurgaon - 122002

Date: 17<sup>th</sup> August 2018

Mr. Bhagavath R

Contact: 9550047789

Sub: LOI for the post of GET(Site Field Engineer)

Dear Bhagavath R

With reference to your interview dated 17th-Aug-2018, we are pleased to offer you the position of "GET" in our organization on below mentioned terms and conditions.

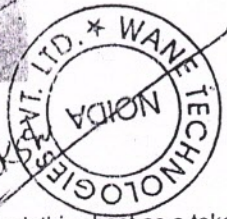
1. During months of joining you will be entitled for Rs. 15000/- as & TA for projects site visits if applicable and 300/- per site.
  2. After successful completion of your training you will be evaluated by our technical experts and based on your performance result you will be taken on the rolls of "Wane Technologies Private Limited" or client roll.
  3. You will be on probation period of 6 months after successful completion of your training and results.
  4. Your offer/appointment/joining will be subject to requirement/vacancy in the organization as our business depends on project from customer/clients assigned to us
  5. Six months - mandatory.
- Location – Pan India

We trust that your knowledge, experience and skills will be among our most valuable assets. To facilitate the joining process, you are requested to submit the following documents at time of joining.

(a) Resume (b) 4 Passport Size Photographs (c) Copy of all Educational Certificates (d) Copy of ID & Residence Proof (e) Copy of Pan Card (f) Fitness Certificate from an MBBS Doctor.

Looking forward to your joining on **June 2018 at 10:00 hrs**. Please do approach us in case you require extension for Date of joining before the stipulated date, or else this offer shall lapse. Upon arrival, you are requested to contact Office to complete the joining formalities.

For Wane technologies Pvt. Ltd.



Manager-HR

Please return back this sheet as a token of acceptance latest by.....

Declaration

I (Mr/Ms) Bhagavath R..... accept and agreed with all terms and conditions as discussed with me during interview. I am physically fit and do not have any difficulty in tower climbing. I will join on above mentioned date.

*Bhagavath R*  
Signature





Wane Technologies Private Limited  
Spaze I-Tech, Sector 49 Sohna road, Gurgaon - 122002

Date: 17<sup>th</sup> August 2018

Mr. V. Praveen Kumar Groud

Contact: 9603197541

Sub:- LOI for the post of GET(Site Field Engineer)

Dear V. Praveen Kumar Groud

With reference to your interview dated 17th-Aug-2018, we are pleased to offer you the position of "GET" in our organization on below mentioned terms and conditions.

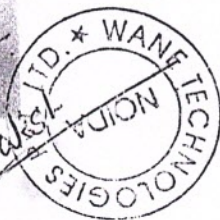
1. During months of joining you will be entitled for Rs.15000/-as & TA for projects site visits if applicable and 300/- per site.
2. After successful completion of your training you will be evaluated by our technical experts and based on your performance result you will be taken on the rolls of "Wane Technologies Private Limited" or client roll.
3. Your will be on probation period of 6 months after successful completion of your training and results.
4. Your offer/appointment/joining will be subject to requirement/vacancy in the organization as our business depends on project from customer/clients assigned to us
5. Six months - mandatory.  
Location - Pan India

We trust that your knowledge, experience and skills will be among our most valuable assets. To facilitate the joining process, you are requested to submit the following documents at time of joining.

(a) Resume (b) 4 Passport Size Photographs (c) Copy of all Educational Certificates (d) Copy of ID & Residence Proof (e) Copy of Pan Card (f) Fitness Certificate from an MBBS Doctor.

Looking forward to your joining on **June 2019 at 10:00 hrs**. Please do approach us in case you require extension for Date of joining before the stipulated date, or else this offer shall lapse. Upon arrival, you are requested to contact Office to complete the joining formalities.

For Wane technologies Pvt. Ltd.



Manager HR

Please return back this sheet as a token of acceptance latest by.....

Declaration

I (Mr/Ms) V. Praveen Kumar accept and agreed with all terms and conditions as discussed with me during interview. I am physically fit and do not have any difficulty in tower climbing. I will join on above mentioned date.

V. Praveen Kumar  
Signature



bigbasket

arket



Name : K. ANUDEEP

Emp. ID : 39219

Emergency No.: 9963784262

Validity : \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'K. Anudeep', written over a horizontal line.

Authorized Signature



Mr. kothulgama Anudeep,

12/07/19

Hyderabad

## LETTER OF OFFER

Dear kothulgama Anudeep,

Congratulations!!

We are pleased to offer you an Employment with **Innovative Retail Concepts Pvt. Ltd.**, based on the interview discussions you had with us and your application submitted to us details of the terms and conditions of offer are as under:

1. You will be designated as "Customer Support Associate" and will be based at our Hyderabad location.
2. Your date of joining will be on 13<sup>th</sup> July, 2019.
3. You will be entitled to receive annual compensation of (CTC) Rs 162720 PA (Breakup as per Annexure A)
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
5. Please bring along the below listed documents/details on your day of joining.
  - a) Two copies of Date of Birth proof certificate (Copy of passport/birth certificate/S.S.C)
  - b) Copy of Academic Certificates (all from 10<sup>th</sup> to Highest- Originals for reference)
  - c) Copy of Resignation Letter with acknowledgement (Original for reference)
  - d) Copy of Relieving letter from previous employer (Original for reference)
  - e) Proof of compensation last drawn (3 Months -Original)
  - f) Four passport size photographs(Recent)
  - g) Two copies of PAN card(Mandatory)
  - h) Two copies of Address Proof
  - i) One copy of the Offer Letter
  - j) Two copies of Aadhar Card(Mandatory)

Looking forward to a long and mutually beneficial career with us.

Yours truly,

**For Innovative Retail Concepts Pvt.Ltd.,**

*(Signature)*  
Deputy Manager - HR

Sridhar G

### Annexure - A

Name: kothulgama Anudeep

Designation: Customer Support Associate

Annual Salary Components		Monthly Break Up		Monthly Deductions	
Components	Per Annum	Earnings	Anti	Components	Amount
Basic + DA	121644	Basic + DA	10137	Employee PF	1216
HRA	9636	HRA	803	Employee ESI	206





K.Pranay Kumar,  
KPRIT.

15<sup>th</sup> Nov, 2018

Dear K.Pranay Kumar,

Sub: Letter of Appointment And Internship

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


The contract of Internship will commence from the date of joining and will be in operation till 3months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be 4<sup>th</sup> Dec 2018.

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

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

  
Yours Sincerely,  
For **Vassar Labs Pvt Ltd**

**Authorized Signatory**

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

K. pranay kumar  
(Employee)  
Date: 15-11-2018



## SERVICE AGREEMENT

This Service Agreement is made and executed on this 26<sup>th</sup> Nov, 2018 by and between Vassar Labs IT Solutions Pvt Ltd.

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

And

**K Pranay Kumar**  
(Here in after referred to "Employee")

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

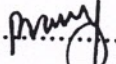
**Now this Agreement of Service Witnessed as under: -**

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 7.00PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (all of the foregoing being referred to as the "Proprietary Information")



7. The Proprietary Information is confidential, important and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.
8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly or indirectly, for a period of five (5) years from the date of their disassociation from the Employer
  - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/ client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business;
  - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
  - 9.3. Employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Propriety Information to any person, firm or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc., belonging to the Employer or relating to Employer's business. And, shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
13. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.

Employee Name: K Pranay Kumar,

Signature: .....  ..... Date: 15<sup>th</sup> NOV 2018 .....





A.Manikanta,  
KPRIT.

15<sup>th</sup> Nov, 2018

Dear A.Manikanta,

**Sub: Letter of Appointment And Internship**

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

The contract of Internship will commence from the date of joining and will be in operation till 3months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be 4<sup>th</sup> Dec 2018.

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

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

Yours Sincerely,  
For Vassar Labs Pvt Ltd

**Authorized Signatory**

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

*Mani kanta*

(Employee)

Date:



## SERVICE AGREEMENT

This Service Agreement is made and executed on this 15<sup>th</sup> Nov, 2018 by and between **Vassar Labs IT Solutions Pvt Ltd.**

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

And

**A.Manikanta**

(Here in after referred to "Employee")

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

**Now this Agreement of Service Witnessed as under: -**

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 7.00PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (all of the foregoing being referred to as the "Proprietary Information")



7. The Proprietary Information is confidential, important and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.
8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly or indirectly, for a period of five (5) years from the date of their disassociation from the Employer
  - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/ client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business;
  - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
  - 9.3. Employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Proprietary Information to any person, firm or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc., belonging to the Employer or relating to Employer's business. And, shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
13. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.

Employee Name: A.Manikanta,

Signature: Manikanta Date: 15/01/08





D.Sai Prakash,  
KPRIT.

15<sup>th</sup> Nov, 2018

Dear D.Sai Prakash,

**Sub: Letter of Appointment And Internship**

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

The contract of Internship will commence from the date of joining and will be in operation till 3 months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be 4<sup>th</sup> Dec 2018.

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

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

Yours Sincerely,  
For Vassar Labs Pvt Ltd

**Authorized Signatory**

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

A handwritten signature in black ink, appearing to read "Sai Prakash", is written over a horizontal line.

(Employee)  
Date:



Miss B Manisha  
Kommuri Pratap Reddy Institute of Technology  
Hyderabad  
Telangana,  
India

Dear Manisha,

Thank you for your keen interest in **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be on **August 19, 2019**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.330,000.00/-** per annum as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing '**Employee Non-Disclosure Agreement**' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **August 31, 2019**.

Please note that the offer is valid subject to successful completion of your **Background Verification**.

For **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundarajan*

**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

Annexure-I

Compensation & Benefits Structure	
NAME	: B Manisha
DESIGNATION	: Associate Engineer-Technology
TIER	: Tier 4



	Per Month (in Rs.)	Per Annum (in Rs.)
<b>Base Components (A)</b>		
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00
<b>Basket of Allowances (B)</b>		
Leave Travel Assistance*	833.00	10,000.00
Phone & Internet Reimbursement	750.00	9,000.00
Bonus	1,500.00	18,000.00
Children Education Fee	200.00	2,400.00
Special Allowance	4,355.00	52,260.00
Food Reimbursement	1,100.00	13,200.00
<b>Retirement Benefits ( C)</b>		
PF - Company's Contribution	990.00	11,880.00
Gratuity **	397.00	4,760.00
<b>Fixed Compensation (A + B + C)</b>	<b>22,500.00</b>	<b>270,000.00</b>
Variable Compensation (at 100%) Refer Annexure II for details	5,000.00	60,000.00
<b>Cost to Company ( Fixed Compensation + Variable Compensation at 100%)</b>	<b>27,500.00</b>	<b>330,000.00</b>
<p>* LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India</p> <p>** Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India</p> <p>** Variable Compensation &amp; Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.</p>		

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundarajan*

**Sundarajan Narayanan**  
Chief People Officer & Global Head of Human Resource

**Annexure-II**

**PERFORMANCE BASED PAYOUT (Variable Compensation)**

Dear Miss B Manisha,

You will earn the Performance Incentive based on your Individual Performance & Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.



5. Company's performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.

6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

*2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.*

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e. for the period of 4 months from DOJ, their PU would be considered as 100%; post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.

10. The payout frequency would be.

a. 1st Apr to 30th Sep : To be computed and paid out by end of December

b. 1st Oct to 31st Mar : To be computed and paid out by end of June

11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundarajan*

**Sundarajan Narayanan  
Chief People Officer & Global Head of Human Resource**

**ANNEXURE-III**

**SUMMARY OF BENEFITS**

You would be entitled for the below given benefits

**Health Insurance:**

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of **Rs.200,000/-**. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws



**Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):**

The Company will insure you for 1 time of the CTC with a minimum Cover of INR 10 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.

CTC for GTL & GPA coverage = Base Components (A) + Basket of Allowances (B)

**Maternity Benefit:**

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

**Marriage Gift:**

All Employees getting married during their tenure at the Company are entitled to a marriage gift worth **Rs.10,000 /-** as a gesture of goodwill. Details would be made available on joining.

**Relocation:**

The Company has a relocation policy in place for candidates who join from Outstation. Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

Please confirm with the undersigned on your eligibility for relocation.

All Benefits are subject to revision at the discretion of Management from time to time.

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India,**

*Sundararajan Narayanan*

**Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource**

**EMPLOYMENT AGREEMENT**

**Miss B Manisha,  
Kommuri Pratap Reddy Institute of Technology**

**This Agreement** is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India, Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, ("the Company")** and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

**Now it is hereby agreed between the parties as under:**

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. **Designation and Employment:** The designation of the Employee shall be "Associate Engineer-Technology" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

- (a) School leaving certificates;



(b) Marks cards;

(c) Degree certificates etc.,

(d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;

(e) Such other documents as required by the Human Resources Department.

The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within sixty (60) of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

2. **Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **August 19, 2019** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, INDIA. Although, the Employee's initial place of work is at **IN HYD Campus, INDIA**, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.
3. **Probation Period:** The Employee's services will be on probation for an initial period of six (6) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.
4. **Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 7** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.
5. **Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.
6. **Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.



**7. Duties:**

**a) Specific Duties:**

In view of the appointment of the Employment with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

**b) General Duties:**

The Employee shall during the continuance of his/ her employment

- i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;
- ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;
- iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.
- iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

**8. Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

**9. Inventions and Intellectual Property:**

**a) Definitions**

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

**b) Disclosure**

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

**c) Assignment of Inventions**



In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**d) Ownership and Assignment of other Intellectual Property Rights**

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**e) Post – Employment Inventions**

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

10. **Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.
11. **Notification:**
  - i. **Of New Employer**  
In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.
  - ii. **To New Employer**  
In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.
12. **Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.
  - a. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.
  - b. Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue, influence or otherwise be improper or embarrassing to the Company.
  - c. Participating in civic or professional organizations that might involve divulging confidential information of the Company.
  - d. Initiating or approving any form of personal or social harassment of employees.
  - e. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.
  - f. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.



- g. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
- h. Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.
- i. Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

13. **Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.
14. **Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filled / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.
15. **Enhancement of professional skills::** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.
16. **Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.
17. **Internet and E-mail usage:**The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.
21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.



22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
28. **Deputation:** While remaining permanently employed at IN HYD Campus the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
30. **Termination of Employment:**
- a. The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
- b. Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.



c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving three months' notice or paying three months basic salary in lieu of such written notice once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.

d. For the purposes of this clause:

1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period saved.
4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee earlier than the actual notice period provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of three months, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.

e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:

1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.

31. **Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.

32. **Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:

a. Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any



sort of competition to the business of the Company;

- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;
- c. Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.
- d. A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

- 33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.
- 34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.
- 35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.
- 36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.
- 37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.
- 38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration
- 39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.
- 40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.
- 41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
- 42. **Waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

Authorized Official Signature



*N. Sundarajan*

**Sundarajan Narayanan**  
**Chief People Officer & Global Head of Human Resources**



Miss Bindupriya K  
Kommuri pratap reddy institute of technology  
Hyderabad  
Telangana,  
India

Dear Bindupriya K,

Thank you for your keen interest in **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be on **August 19, 2019**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.330,000.00/-** per annum as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing '**Employee Non-Disclosure Agreement**' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **August 31, 2019**.

**Please note that the offer is valid subject to successful completion of your Background Verification.**

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundarajan*

**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

Annexure-I

Compensation & Benefits Structure	
NAME	: Bindupriya K
DESIGNATION	: Associate Engineer-Technology
TIER	: Tier 4



<u>Base Components (A)</u>	Per Month (in Rs.)	Per Annum (in Rs.)
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00
<u>Basket of Allowances (B)</u>		
Leave Travel Assistance*	833.00	10,000.00
Phone & Internet Reimbursement	750.00	9,000.00
Bonus	1,500.00	18,000.00
Children Education Fee	200.00	2,400.00
Special Allowance	4,355.00	52,260.00
Food Reimbursement	1,100.00	13,200.00
<u>Retirement Benefits (C)</u>		
PF - Company's Contribution	990.00	11,880.00
Gratuity **	397.00	4,760.00
Fixed Compensation (A + B + C)	22,500.00	270,000.00
Variable Compensation (at 100%) Refer Annexure II for details	5,000.00	60,000.00
Cost to Company ( Fixed Compensation + Variable Compensation at 100%)	27,500.00	330,000.00

\* LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India  
\*\* Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India  
\*\* Variable Compensation & Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundarajan*

Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

Annexure-II

PERFORMANCE BASED PAYOUT (Variable Compensation)

Dear Miss Bindupriya K,

You will earn the Performance Incentive based on your Individual Performance & Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.



5. Company's performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.

6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e. for the period of 4 months from DOJ, their PU would be considered as 100%, post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.

10. The payout frequency would be.

- 1st Apr to 30th Sep : To be computed and paid out by end of December
- 1st Oct to 31st Mar : To be computed and paid out by end of June

11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundararajan*

Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

#### ANNEXURE-III

#### SUMMARY OF BENEFITS

You would be entitled for the below given benefits

#### Health Insurance:

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of Rs.200,000/-. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws



Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):

The Company will insure you for 1 time of the CTC with a minimum Cover of INR 10 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.  
CTC for GTL & GPA coverage = Base Components (A) + Basket of Allowances (B)

Maternity Benefit:

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

Marriage Gift:

All Employees getting married during their tenure at the Company are entitled to a marriage gift worth Rs.10,000 /- as a gesture of goodwill. Details would be made available on joining.

Relocation:

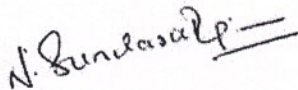
The Company has a relocation policy in place for candidates who join from Outstation. Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

Please confirm with the undersigned on your eligibility for relocation.

All Benefits are subject to revision at the discretion of Management from time to time.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India,



Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

EMPLOYMENT AGREEMENT

Miss Bindupriya K,  
kommuri pratap reddy institute of technology

This Agreement is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with Virtusa Consulting Services Pvt. Ltd. (Unit - I), India, Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, ("the Company") and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

**Now it is hereby agreed between the parties as under:**

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. Designation and Employment: The designation of the Employee shall be "Associate Engineer-Technology" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

(a) School leaving certificates;



- (b) Marks cards;
- (c) Degree certificates etc.,
- (d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;
- (e) Such other documents as required by the Human Resources Department.

The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within sixty (60) of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

- 2. Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **August 19, 2019** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, INDIA. Although, the Employee's initial place of work is at **IN HYD Campus, INDIA**, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.
- 3. Probation Period:** The Employee's services will be on probation for an initial period of six (6) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.
- 4. Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 7** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.
- 5. Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.
- 6. Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.



7. Duties:

a) Specific Duties:

In view of the appointment of the Employee with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

b) General Duties:

The Employee shall during the continuance of his/ her employment

- i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;
- ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;
- iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.
- iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

8. **Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

9. **Inventions and Intellectual Property:**

a) Definitions

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

b) Disclosure

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

c) Assignment of Inventions



In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**d) Ownership and Assignment of other Intellectual Property Rights**

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**e) Post – Employment Inventions**

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

**10. Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.

**11. Notification:**

**i. Of New Employer**

In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.

**ii. To New Employer**

In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.

**12. Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.

- a. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.
- b. Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the Company.
- c. Participating in civic or professional organizations that might involve divulging confidential information of the Company.
- d. Initiating or approving any form of personal or social harassment of employees.
- e. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.
- f. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.



- g. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
- h. Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.
- i. Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

13. **Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.
14. **Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filed / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.
15. **Enhancement of professional skills:** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.
16. **Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.
17. **Internet and E-mail usage:** The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.
21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.



22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
28. **Deputation:** While remaining permanently employed at **IN HYD Campus** the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
30. **Termination of Employment:**
- The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
  - Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.



c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving **three months' notice** or paying **three months basic salary in lieu of such written notice** once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.

d. For the purposes of this clause:

1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period saved.
4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee earlier than the actual notice period provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of three months, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.

e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:

1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.

31. **Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.

32. **Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:

- a. Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any



sort of competition to the business of the Company;

- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;
- c. Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.
- d. A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

- 33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.
- 34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.
- 35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.
- 36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.
- 37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.
- 38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration
- 39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.
- 40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.
- 41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
- 42. **Waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

Authorized Official Signature



*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resources**

Offer electronically accepted by: K, Bindupriya  
Offer electronically accepted on: Aug 1, 2019 10:53 AM  
Offer electronically accepted from: 106.200.182.247





Miss N Jeeshitha  
Kommuri Pratap Reddy Institute of Technology  
Hyderabad  
Telangana,  
India

Dear Jeeshitha,

Thank you for your keen interest in **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be on **August 19, 2019**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.330,000.00/-** per annum as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing '**Employee Non-Disclosure Agreement**' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **August 31, 2019**.

**Please note that the offer is valid subject to successful completion of your Background Verification.**

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundararajan*

**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

Annexure-I

Compensation & Benefits Structure	
NAME	: N Jeeshitha
DESIGNATION	: Associate Engineer-Technology
TIER	: Tier 4



	Per Month (in Rs.)	Per Annum (in Rs.)
<b>Base Components (A)</b>		
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00
<b>Basket of Allowances (B)</b>		
Leave Travel Assistance*	833.00	10,000.00
Phone & Internet Reimbursement	750.00	9,000.00
Bonus	1,500.00	18,000.00
Children Education Fee	200.00	2,400.00
Special Allowance	4,355.00	52,260.00
Food Reimbursement	1,100.00	13,200.00
<b>Retirement Benefits ( C )</b>		
PF - Company's Contribution	990.00	11,880.00
Gratuity **	397.00	4,760.00
<b>Fixed Compensation ( A + B + C )</b>	<b>22,500.00</b>	<b>270,000.00</b>
<b>Variable Compensation (at 100%) Refer Annexure II for details</b>	<b>5,000.00</b>	<b>60,000.00</b>
<b>Cost to Company ( Fixed Compensation + Variable Compensation at 100%)</b>	<b>27,500.00</b>	<b>330,000.00</b>
<p>* LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India</p> <p>** Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India</p> <p>** Variable Compensation &amp; Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.</p>		

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundarajan*

Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

**Annexure-II**

**PERFORMANCE BASED PAYOUT (Variable Compensation)**

Dear Miss N Jeeshitha,

You will earn the Performance Incentive based on your Individual Performance & Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.



5. Company's performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.

6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

*2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.*

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e. for the period of 4 months from DOJ, their PU would be considered as 100%, post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.

10. The payout frequency would be.

a. 1st Apr to 30th Sep : To be computed and paid out by end of December

b. 1st Oct to 31st Mar : To be computed and paid out by end of June

11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundarajan*

**Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource**

#### ANNEXURE-III

#### SUMMARY OF BENEFITS

You would be entitled for the below given benefits

#### Health Insurance:

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of **Rs.200,000/-**. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws



**Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):**

The Company will insure you for 1 time of the CTC with a minimum Cover of INR 10 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.

CTC for GTL & GPA coverage = Base Components (A) + Basket of Allowances (B)

**Maternity Benefit:**

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

**Marriage Gift:**

All Employees getting married during their tenure at the Company are entitled to a marriage gift worth **Rs.10,000 /-** as a gesture of goodwill. Details would be made available on joining.

**Relocation:**

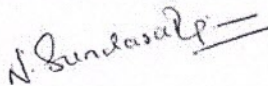
The Company has a relocation policy in place for candidates who join from Outstation. Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

Please confirm with the undersigned on your eligibility for relocation.

All Benefits are subject to revision at the discretion of Management from time to time.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India,



**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

**EMPLOYMENT AGREEMENT**

**Miss N Jeeshitha,**  
Kommuri Pratap Reddy Institute of Technology

**This Agreement** is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India, Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, ("the Company")** and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

**Now it is hereby agreed between the parties as under:**

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. **Designation and Employment:** The designation of the Employee shall be "Associate Engineer-Technology" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

- (a) School leaving certificates;



- (b) Marks cards;
- (c) Degree certificates etc.,
- (d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;
- (e) Such other documents as required by the Human Resources Department.

The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within sixty (60) of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

2. **Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **August 19, 2019** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, INDIA. Although, the Employee's initial place of work is at **IN HYD Campus**, INDIA, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.
3. **Probation Period:** The Employee's services will be on probation for an initial period of six (6) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.
4. **Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 7** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.
5. **Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.
6. **Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.



## 7. Duties:

### a) Specific Duties:

In view of the appointment of the Employee with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

### b) General Duties:

The Employee shall during the continuance of his/ her employment

- i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;
- ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;
- iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.
- iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

8. **Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

## 9. Inventions and Intellectual Property:

### a) Definitions

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

### b) Disclosure

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

### c) Assignment of Inventions



In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**d) Ownership and Assignment of other Intellectual Property Rights**

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**e) Post – Employment Inventions**

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

10. **Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.

11. **Notification:**

**i. Of New Employer**

In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.

**ii. To New Employer**

In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.

12. **Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.

a. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.

b. Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue, influence or otherwise be improper or embarrassing to the Company.

c. Participating in civic or professional organizations that might involve divulging confidential information of the Company.

d. Initiating or approving any form of personal or social harassment of employees.

e. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.

f. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.



- g. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
- h. Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.
- i. Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

13. **Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.
14. **Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filled / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.
15. **Enhancement of professional skills::** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.
16. **Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.
17. **Internet and E-mail usage:** The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.
21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.



22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
28. **Deputation:** While remaining permanently employed at **IN HYD Campus** the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
30. **Termination of Employment:**
- a. The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
- b. Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.



c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving **three** months' notice or paying **three** months basic salary in lieu of such written notice once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.

d. For the purposes of this clause:

1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period saved.
4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee **earlier than the actual notice period** provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of **three** months, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.

e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:

1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.

31. **Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.

32. **Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:

- a. Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any



sort of competition to the business of the Company;

b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;

c. Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.

d. A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.
34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.
35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.
36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.
37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.
38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration
39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.
40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.
41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
42. **Waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

Authorized Official Signature



*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resources**





Miss V Pravallika  
Kommuri Pratap Reddy Institute of Technology  
Hyderabad  
Telangana,  
India

Dear Pravallika,

Thank you for your keen interest in **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be on **August 19, 2019**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.330,000.00/-** per annum as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing '**Employee Non-Disclosure Agreement**' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **August 31, 2019**.

**Please note that the offer is valid subject to successful completion of your Background Verification.**

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

Annexure-I

Compensation & Benefits Structure	
NAME	: V Pravallika
DESIGNATION	: Associate Engineer-Technology
TIER	: Tier 4



	Per Month (in Rs.)	Per Annum (in Rs.)
<b>Base Components (A)</b>		
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00
<b>Basket of Allowances (B)</b>		
Leave Travel Assistance*	833.00	10,000.00
Phone & Internet Reimbursement	750.00	9,000.00
Bonus	1,500.00	18,000.00
Children Education Fee	200.00	2,400.00
Special Allowance	4,355.00	52,260.00
Food Reimbursement	1,100.00	13,200.00
<b>Retirement Benefits (C)</b>		
PF - Company's Contribution	990.00	11,880.00
Gratuity **	397.00	4,760.00
Fixed Compensation (A + B + C)	22,500.00	270,000.00
Variable Compensation (at 100%) Refer Annexure II for details	5,000.00	60,000.00
Cost to Company ( Fixed Compensation + Variable Compensation at 100%)	27,500.00	330,000.00

\* LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India

\*\* Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India

\*\* Variable Compensation & Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundarajan*

Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

**Annexure-II**

**PERFORMANCE BASED PAYOUT (Variable Compensation)**

Dear Miss V Pravallika,

You will earn the Performance Incentive based on your Individual Performance & Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.



5. Company's performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.

6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

*2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.*

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e. for the period of 4 months from DOJ, their PU would be considered as 100%, post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.

10. The payout frequency would be.

- 1st Apr to 30th Sep : To be computed and paid out by end of December
- 1st Oct to 31st Mar : To be computed and paid out by end of June

11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundarajan*

**Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource**

**ANNEXURE-III**

**SUMMARY OF BENEFITS**

You would be entitled for the below given benefits

**Health Insurance:**

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of Rs.200,000/-. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws



**Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):**

The Company will insure you for 1 time of the CTC with a minimum Cover of INR 10 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.

CTC for GTL & GPA coverage = Base Components (A) + Basket of Allowances (B)

**Maternity Benefit:**

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

**Marriage Gift:**

All Employees getting married during their tenure at the Company are entitled to a marriage gift worth **Rs.10,000 /-** as a gesture of goodwill. Details would be made available on joining.

**Relocation:**

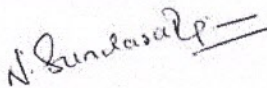
The Company has a relocation policy in place for candidates who join from Outstation. Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

Please confirm with the undersigned on your eligibility for relocation.

All Benefits are subject to revision at the discretion of Management from time to time.

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India,**



**Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource**

**EMPLOYMENT AGREEMENT**

**Miss V Pravallika,  
Kommuri Pratap Reddy Institute of Technology**

**This Agreement** is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India, Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, ("the Company")** and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

**Now it is hereby agreed between the parties as under:**

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. **Designation and Employment:** The designation of the Employee shall be "Associate Engineer-Technology" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

- (a) School leaving certificates;



(b) Marks cards;

(c) Degree certificates etc.,

(d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;

(e) Such other documents as required by the Human Resources Department.

The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within sixty (60) of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

2. **Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **August 19, 2019** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, INDIA. Although, the Employee's initial place of work is at **IN HYD Campus, INDIA**, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.
3. **Probation Period:** The Employee's services will be on probation for an initial period of six (6) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.
4. **Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 7** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.
5. **Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.
6. **Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.



## 7. Duties:

### a) Specific Duties:

In view of the appointment of the Employee with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

### b) General Duties:

The Employee shall during the continuance of his/ her employment

- i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;
- ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;
- iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.
- iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

**8. Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

## 9. Inventions and Intellectual Property:

### a) Definitions

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

### b) Disclosure

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

### c) Assignment of Inventions



In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**d) Ownership and Assignment of other Intellectual Property Rights**

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**e) Post – Employment Inventions**

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

- 10. Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.

**11. Notification:**

**i. Of New Employer**

In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.

**ii. To New Employer**

In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.

- 12. Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.

a. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.

b. Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the Company.

c. Participating in civic or professional organizations that might involve divulging confidential information of the Company.

d. Initiating or approving any form of personal or social harassment of employees.

e. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.

f. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.



- g. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
- h. Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.
- i. Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

13. **Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.
14. **Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filled / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.
15. **Enhancement of professional skills::** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.
16. **Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.
17. **Internet and E-mail usage:**The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.
21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.



22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
28. **Deputation:** While remaining permanently employed at **IN HYD Campus** the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
30. **Termination of Employment:**
- The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
  - Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.



c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving **three months'** notice or paying **three months** basic salary in lieu of such written notice once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.

d. For the purposes of this clause:

1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period saved.
4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee **earlier than the actual notice period** provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of **three months**, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.

e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:

1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.

31. **Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.

32. **Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:

- a. Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any



sort of competition to the business of the Company;

- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;
- c. Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.
- d. A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

- 33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.
- 34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.
- 35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.
- 36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.
- 37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.
- 38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration
- 39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.
- 40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.
- 41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
- 42. **Waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

**Authorized Official Signature**



*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resources**



Miss Leela Mudunuri  
Kommuri Pratap Reddy Institute of Technology  
Hyderabad  
Telangana,  
India

Dear Leela Mudunuri,

Thank you for your keen interest in **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be on **August 19, 2019**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.330,000.00/-** per annum as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing '**Employee Non-Disclosure Agreement**' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **August 31, 2019**.

**Please note that the offer is valid subject to successful completion of your Background Verification.**

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*Sundararajan Narayanan*

Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

Annexure-I

Compensation & Benefits Structure	
NAME	: Leela Mudunuri
DESIGNATION	: Associate Engineer-Technology
TIER	: Tier 4



	Per Month (in Rs.)	Per Annum (in Rs.)
<b>Base Components (A)</b>		
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00
<b>Basket of Allowances (B)</b>		
Leave Travel Assistance*	833.00	10,000.00
Phone & Internet Reimbursement	750.00	9,000.00
Bonus	1,500.00	18,000.00
Children Education Fee	200.00	2,400.00
Special Allowance	4,355.00	52,260.00
Food Reimbursement	1,100.00	13,200.00
<b>Retirement Benefits (C)</b>		
PF - Company's Contribution	990.00	11,880.00
Gratuity **	397.00	4,760.00
Fixed Compensation (A + B + C)	22,500.00	270,000.00
Variable Compensation (at 100%) Refer Annexure II for details	5,000.00	60,000.00
Cost to Company ( Fixed Compensation + Variable Compensation at 100%)	27,500.00	330,000.00

\* LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India  
\*\* Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India  
\*\* Variable Compensation & Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resource**

**Annexure-II**

**PERFORMANCE BASED PAYOUT (Variable Compensation)**

Dear Miss Leela Mudunuri,

You will earn the Performance Incentive based on your Individual Performance & Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.



5. Company's performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.

6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

*2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.*

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e. for the period of 4 months from DOJ, their PU would be considered as 100%, post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.

10. The payout frequency would be.

- 1st Apr to 30th Sep : To be computed and paid out by end of December
- 1st Oct to 31st Mar : To be computed and paid out by end of June

11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resource**

**ANNEXURE-III**

**SUMMARY OF BENEFITS**

You would be entitled for the below given benefits

**Health Insurance:**

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of **Rs.200,000/-**. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws



**Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):**

The Company will insure you for 1 time of the CTC with a minimum Cover of INR 10 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.

CTC for GTL & GPA coverage = Base Components (A) + Basket of Allowances (B)

**Maternity Benefit:**

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

**Marriage Gift:**

All Employees getting married during their tenure at the Company are entitled to a marriage gift worth Rs.10,000 /- as a gesture of goodwill. Details would be made available on joining.

**Relocation:**

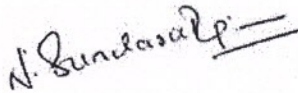
The Company has a relocation policy in place for candidates who join from Outstation. Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

Please confirm with the undersigned on your eligibility for relocation.

All Benefits are subject to revision at the discretion of Management from time to time.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India,



**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

**EMPLOYMENT AGREEMENT**

**Miss Leela Mudunuri,**  
**Kommuri Pratap Reddy Institute of Technology**

This Agreement is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India, Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, ("the Company")** and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

**Now it is hereby agreed between the parties as under:**

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. **Designation and Employment:** The designation of the Employee shall be "Associate Engineer-Technology" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

- (a) School leaving certificates;



- (b) Marks cards;
- (c) Degree certificates etc.,
- (d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;
- (e) Such other documents as required by the Human Resources Department.

The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within sixty (60) of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

2. **Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **August 19, 2019** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, INDIA. Although, the Employee's initial place of work is at **IN HYD Campus, INDIA**, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.
3. **Probation Period:** The Employee's services will be on probation for an initial period of six (6) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.
4. **Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 7** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.
5. **Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.
6. **Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.



## 7. Duties:

### a) Specific Duties:

In view of the appointment of the Employment with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

### b) General Duties:

The Employee shall during the continuance of his/ her employment

- i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;
- ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;
- iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.
- iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

8. **Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

## 9. Inventions and Intellectual Property:

### a) Definitions

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

### b) Disclosure

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

### c) Assignment of Inventions



In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**d) Ownership and Assignment of other Intellectual Property Rights**

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**e) Post – Employment Inventions**

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

**10. Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.

**11. Notification:**

**i. Of New Employer**

In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.

**ii. To New Employer**

In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.

**12. Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.

- a. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.
- b. Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue, influence or otherwise be improper or embarrassing to the Company.
- c. Participating in civic or professional organizations that might involve divulging confidential information of the Company.
- d. Initiating or approving any form of personal or social harassment of employees.
- e. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.
- f. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.



- g. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
- h. Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.
- i. Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

13. **Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.
14. **Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filled / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.
15. **Enhancement of professional skills::** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.
16. **Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.
17. **Internet and E-mail usage:** The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.
21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.



22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
28. **Deputation:** While remaining permanently employed at **IN HYD Campus** the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
30. **Termination of Employment:**
- a. The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
- b. Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.



- c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving three months' notice or paying three months basic salary in lieu of such written notice once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.
- d. For the purposes of this clause:
1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
  2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
  3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period saved.
  4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee earlier than the actual notice period provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
  5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of three months, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.
- e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:
1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
  2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
  3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
  4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
  5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.
31. **Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.
32. **Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:
- a. Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any



sort of competition to the business of the Company;

b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;

c. Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.

d. A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.

34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.

35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.

36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.

37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.

38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration

39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.

40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.

41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.

42. **waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

Authorized Official Signature



*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resources**

R

W



Miss P Shravika Reddy  
Kommuri Pratap Reddy Instiute of Technology  
Hyderabad  
Telangana,  
India

Dear Shravika Reddy,

Thank you for your keen interest in **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be on **August 19, 2019**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.330,000.00/-** per annum as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing '**Employee Non-Disclosure Agreement**' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **August 31, 2019**.

Please note that the offer is valid subject to successful completion of your **Background Verification**.

For **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundarajan*

**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

Annexure-I

Compensation & Benefits Structure	
NAME	: P Shravika Reddy
DESIGNATION	: Associate Engineer-Technology
TIER	: Tier 4



	Per Month (in Rs.)	Per Annum (in Rs.)
<b>Base Components (A)</b>		
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00
<b>Basket of Allowances (B)</b>		
Leave Travel Assistance*	833.00	10,000.00
Phone & Internet Reimbursement	750.00	9,000.00
Bonus	1,500.00	18,000.00
Children Education Fee	200.00	2,400.00
Special Allowance	4,355.00	52,260.00
Food Reimbursement	1,100.00	13,200.00
<b>Retirement Benefits ( C)</b>		
PF - Company's Contribution	990.00	11,880.00
Gratuity **	397.00	4,760.00
Fixed Compensation (A + B + C)	22,500.00	270,000.00
Variable Compensation (at 100%) Refer Annexure II for details	5,000.00	60,000.00
Cost to Company ( Fixed Compensation + Variable Compensation at 100%)	27,500.00	330,000.00
<p>* LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India</p> <p>** Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India</p> <p>** Variable Compensation &amp; Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.</p>		

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundarajan*

Sundarajan Narayanan  
Chief People Officer & Global Head of Human Resource

**Annexure-II**

**PERFORMANCE BASED PAYOUT (Variable Compensation)**

Dear Miss P Shravika Reddy,

You will earn the Performance Incentive based on your Individual Performance & Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.



5. Company's performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.

6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e. for the period of 4 months from DOJ, their PU would be considered as 100%, post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.

10. The payout frequency would be.

- 1st Apr to 30th Sep : To be computed and paid out by end of December
- 1st Oct to 31st Mar : To be computed and paid out by end of June

11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*N. Sundarajan*

**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

**ANNEXURE-III**

**SUMMARY OF BENEFITS**

You would be entitled for the below given benefits

**Health Insurance:**

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of Rs.200,000/-. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws



**Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):**

The Company will insure you for 1 time of the CTC with a minimum Cover of INR 10 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.  
CTC for GTL & GPA coverage = Base Components (A) + Basket of Allowances (B)

**Maternity Benefit:**

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

**Marriage Gift:**

All Employees getting married during their tenure at the Company are entitled to a marriage gift worth Rs.10,000 /- as a gesture of goodwill. Details would be made available on joining.

**Relocation:**

The Company has a relocation policy in place for candidates who join from Outstation. Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

Please confirm with the undersigned on your eligibility for relocation.

All Benefits are subject to revision at the discretion of Management from time to time.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India,

*N. Sundararajan*

**Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource**

**EMPLOYMENT AGREEMENT**

**Miss P Shravika Reddy,  
Kommuri Pratap Reddy Institute of Technology**

This Agreement is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with Virtusa Consulting Services Pvt. Ltd. (Unit - I), India, Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, ("the Company") and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

**Now it is hereby agreed between the parties as under:**

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. Designation and Employment: The designation of the Employee shall be "Associate Engineer-Technology" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

- (a) School leaving certificates;



(b) Marks cards;

(c) Degree certificates etc.,

(d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;

(e) Such other documents as required by the Human Resources Department.

The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within sixty (60) of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

2. **Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **August 19, 2019** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, INDIA. Although, the Employee's initial place of work is at **IN HYD Campus, INDIA**, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.
3. **Probation Period:** The Employee's services will be on probation for an initial period of six (6) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.
4. **Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 7** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.
5. **Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.
6. **Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.



## 7. Duties:

### a) Specific Duties:

In view of the appointment of the Employee with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

### b) General Duties:

The Employee shall during the continuance of his/ her employment

- i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;
- ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;
- iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.
- iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

8. **Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

## 9. Inventions and Intellectual Property:

### a) Definitions

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

### b) Disclosure

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

### c) Assignment of Inventions



In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**d) Ownership and Assignment of other Intellectual Property Rights**

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**e) Post – Employment Inventions**

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

10. **Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.
11. **Notification:**
- i. **Of New Employer**  
In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.
- ii. **To New Employer**  
In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.
12. **Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.
- a. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.
- b. Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue influence or otherwise be improper or embarrassing to the Company.
- c. Participating in civic or professional organizations that might involve divulging confidential information of the Company.
- d. Initiating or approving any form of personal or social harassment of employees.
- e. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.
- f. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.



- g. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
- h. Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.
- i. Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

13. **Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.
14. **Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filled / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.
15. **Enhancement of professional skills:** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.
16. **Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.
17. **Internet and E-mail usage:** The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.
21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.



22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
28. **Deputation:** While remaining permanently employed at IN HYD Campus the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
30. **Termination of Employment:**
- a. The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
- b. Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.



c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving **three months'** notice or paying **three months** basic salary in lieu of such written notice once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.

d. For the purposes of this clause:

1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period saved.
4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee **earlier than the actual notice period** provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of **three months**, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.

e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:

1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.

31. **Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.

32. **Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:

- a. Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any



sort of competition to the business of the Company;

- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;
- c. Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.
- d. A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

- 33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.
- 34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.
- 35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.
- 36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.
- 37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.
- 38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration
- 39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.
- 40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.
- 41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
- 42. **Waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

Authorized Official Signature



*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resources**



Miss B Priyanka  
Kommuri Pratap Reddy Institute of Technology  
Hyderabad  
Telangana,  
India

Dear Priyanka,

Thank you for your keen interest in Virtusa Consulting Services Pvt. Ltd. (Unit - I), India. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : Associate Engineer-Technology
2. Tier : Tier 4

Your date of joining would be on **August 19, 2019**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.330,000.00/-** per annum as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing 'Employee Non-Disclosure Agreement' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **August 31, 2019**.

Please note that the offer is valid subject to successful completion of your Background Verification.

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundararajan*

Sundararajan Narayanan  
Chief People Officer & Global Head of Human Resource

Annexure-I

Compensation & Benefits Structure	
NAME	: B Priyanka
DESIGNATION	: Associate Engineer-Technology
TIER	: Tier 4



	Per Month (in Rs.)	Per Annum (in Rs.)
<b>Base Components (A)</b>		
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00
<b>Basket of Allowances (B)</b>		
Leave Travel Assistance*	833.00	10,000.00
Phone & Internet Reimbursement	750.00	9,000.00
Bonus	1,500.00	18,000.00
Children Education Fee	200.00	2,400.00
Special Allowance	4,355.00	52,260.00
Food Reimbursement	1,100.00	13,200.00
<b>Retirement Benefits ( C )</b>		
PF - Company's Contribution	990.00	11,880.00
Gratuity **	397.00	4,760.00
<b>Fixed Compensation (A + B + C)</b>	<b>22,500.00</b>	<b>270,000.00</b>
<b>Variable Compensation (at 100%) Refer Annexure II for details</b>	<b>5,000.00</b>	<b>60,000.00</b>
<b>Cost to Company ( Fixed Compensation + Variable Compensation at 100%)</b>	<b>27,500.00</b>	<b>330,000.00</b>
<p>* LTA Can be opted for monthly or annual payment without the tax benefit or can be claimed once in two years to avail tax benefits as per the Income Tax regulations of Govt. of India  ** Gratuity is contributed by the Company and is payable as per the Gratuity Act published by Govt. of India  ** Variable Compensation &amp; Bonus amounts include Statutory Bonus payable under the Payment of Bonus Act, 1965.</p>		

For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India

*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resource**

**Annexure-II**

**PERFORMANCE BASED PAYOUT (Variable Compensation)**

Dear Miss B Priyanka,

You will earn the Performance Incentive based on your Individual Performance & Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.



5. Company's performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.

6. Based on your tier, Individual & Company weightages will differ, as given in the table below:

	2D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

*2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.*

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details.

8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e. for the period of 4 months from DOJ, their PU would be considered as 100%, post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.

10. The payout frequency would be.

a. 1st Apr to 30th Sep : To be computed and paid out by end of December

b. 1st Oct to 31st Mar : To be computed and paid out by end of June

11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.

12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle.

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**

*Sundarajan Narayanan*

**Sundarajan Narayanan  
Chief People Officer & Global Head of Human Resource**

**ANNEXURE-III**

**SUMMARY OF BENEFITS**

You would be entitled for the below given benefits

**Health Insurance:**

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of Rs.200,000/-. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws



**Group Term Life Insurance Policy (GTL) & Group Personnel Accident Coverage (GPA):**

The Company will insure you for 1 time of the CTC with a minimum Cover of INR 10 Lakhs. The Policy is applicable to associates posted in India or on Virtusa India rolls.  
CTC for GTL & GPA coverage = Base Components (A) + Basket of Allowances (B)

**Maternity Benefit:**

The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017.

**Marriage Gift:**

All Employees getting married during their tenure at the Company are entitled to a marriage gift worth Rs.10,000 /- as a gesture of goodwill. Details would be made available on joining.

**Relocation:**

The Company has a relocation policy in place for candidates who join from Outstation. Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

Please confirm with the undersigned on your eligibility for relocation.

**All Benefits are subject to revision at the discretion of Management from time to time.**

**For Virtusa Consulting Services Pvt. Ltd. (Unit - I), India,**

*N. Sundarajan*

**Sundarajan Narayanan  
Chief People Officer & Global Head of Human Resource**

**EMPLOYMENT AGREEMENT**

**Miss B Priyanka,  
Kommuri Pratap Reddy Institute of Technology**

**This Agreement** is intended to formalize in writing certain understandings and procedures that will be in effect during your (Employee) employment with **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India, Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, ("the Company")** and will remain in effect as a condition of your continued employment with the Company, its parent, subsidiaries, affiliates, successors or assigns.

In consideration of the appointment of the Employee with the Company and acceptance of the Offer Letter of the Company, the Employee has agreed and come forward to execute this Agreement and accept the terms and conditions of employment more fully laid out herein

**Now it is hereby agreed between the parties as under:**

The Terms and Conditions shall form the basis of a mutual relationship along with the Offer Letter and the Non-Disclosure Agreement, which the Company feels confident, will be mutually beneficial and long lasting

1. **Designation and Employment:** The designation of the Employee shall be "Associate Engineer-Technology" his / her date of joining (as specified in the Offer Letter being the Effective Date).

The Employee shall be required to submit certified true copy of the following documents, to the Human Resources Department at the time of reporting on the Effective Date prior to the commencement of the employment with the Company:

- (a) School leaving certificates;



(b) Marks cards;

(c) Degree certificates etc.,

(d) Latest payment/salary slip issued by the preceding employer (if any) along with relieving letter and a declaration (format to be furnished by the Company) to the effect that the same is true and correct;

(e) Such other documents as required by the Human Resources Department.

The submission of the above documents shall be a pre-condition for the commencement and continuation of the Employment; provided however the Employee shall submit the Employee's final marks card and final degree certificate of the highest degree that the Employee is currently pursuing, within sixty (60) of joining the services of the Company ("Pre-Probation Period"). Notwithstanding anything to the contrary under this Agreement (including under Section 30), the Company may in its sole discretion and without any liability whatsoever, terminate this Agreement and the employment of the Employee immediately upon written notice to the Employee at any time during the aforementioned Pre-Probation Period. In the event the Employee has not submitted the final marks card and/or final degree certificate on or before the completion of the Pre-Probation Period, then the Employee's employment and this Agreement shall be deemed to be automatically terminated (without any liability to the Company) upon completion of the Pre-Probation Period, unless the Company in its sole discretion specifically provides an extension to the Employee in writing. For avoidance of doubt, in the event of any such early termination of employment or this Agreement, the Company will not be liable to the Employee for any claims, liabilities, salary, benefits, damages, losses, costs, payments or expenses etc. of any nature whatsoever.

2. **Commencement of Employment:** The commencement of the employment of the Employee with the Company shall be from **August 19, 2019** and shall continue unless terminated earlier in accordance with the terms of this Agreement. The initial appointment and location of employment shall be at the location notified in writing by the appropriate Human Resource Executive on the Effective Date and in the absence of any such notification, the Employee shall be deemed to be obligated to report at the registered office of the Company at Sy No. 115/Part, Plot No. 10, Nanakramguda Village, Serilingampally Mandal, R.R Dist, Hyderabad-500008, INDIA. Although, the Employee's initial place of work is at **IN HYD Campus, INDIA**, during the course of the employment with the Company, the Employee can be considered for employment at other Technology centers of the Company within India / Abroad. Decisions for such transfers, which may be for short duration or of a permanent nature will depend on the Employee's suitability for the intended task and would be at the sole discretion of the Management.
3. **Probation Period:** The Employee's services will be on probation for an initial period of six (6) months from his / her date of reporting and joining the Company, which may be extended by another six (6) months at the sole discretion of the Management. At the conclusion of the initial probation period or the extended period as the case may be, the Company will have the absolute right and discretion to confirm the employment of the employee in the Company based upon his/her performance during the probation period. The Company may, in its discretion, in appropriate cases waive the probation period in part or in full depending on the performance of the Employee.
4. **Remuneration:** In lieu of the service rendered, the Employee shall be entitled to a monthly remuneration as described in the Offer Letter. The said remuneration is for the entire work that is done by the Employee as per the Duties laid down in **para 7** of this Agreement. It should be clear to the Employee that there are no other commitments made by the Company.
5. **Expense Reimbursement:** All expenses incurred by the Employee on behalf of the Company as authorized, in connection with the duties under this Agreement, shall be reimbursed to you at actuals / as per the eligibility indicated in the policy, and on upon presenting supporting vouchers/documents. Provided that the expenses to be incurred and to be eligible for reimbursement shall as per the accounting policies of the Company laid down by the Company from time to time.
6. **Service Rules and Regulations:** During the Employment with the Company, all the full time Employees' will be governed by the Service rules, regulations, policies and procedures of the Company in force or as introduced or amended from time to time. The Employees' will also be governed by the Company's policies and rules regarding Leave, Provident fund, Bonus and ESI/Medical Reimbursement, Leave Travel Assistance, Misconduct, Indiscipline or/and other matters. The company is also committed to extending the appropriate benefits to the female employees as per the Maternity Benefit (Amendment) Act, 2017. Further, the Employee during the Employment period shall perform his/her duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.



## 7. Duties:

### a) Specific Duties:

In view of the appointment of the Employee with the Company in the designation mentioned here in above, the Employee is hereby expected to undertake and discharge the functions and duties as to be intimated to the Employee from time to time.

### b) General Duties:

The Employee shall during the continuance of his/ her employment

- i. During normal business hours, and at other times as may be necessary for the due performance of his/her duties, diligently and efficiently devote his/her entire time, skill and attention to the business of the Company;
- ii. Perform the duties appropriate to his/her employment and expressly or implied given to him/her by the Board on such terms and subject to such restrictions as it may impose, and comply with its instructions;
- iii. The Employee shall be required to maintain records and documentation, either in writing or electronic format, and submit such documentation/records to the designated authority of the Company, on a weekly basis or as and when necessary, all technical data, processes, formula, technology, designs, drawings, engineering, hardware configuration information, software programming information, improvements, etc., made, conceived or developed by the employee, either alone or jointly with others, in the course of employment with the Company, whether within the Company's premises or elsewhere, and whether within business hours or otherwise, regardless of whether such information constitutes invention.
- iv. The omission in any of the duties hereinabove or breach of the above clause shall be construed to be a material breach of this Agreement.

8. **Other Employment:** The Employee shall not, during the term of employment with the Company, directly or indirectly, be concerned with, engaged with or commence, any other business, trade or profession, irrespective of whether or not the Employee's involvement is gratuitous or takes place outside his working hours. The expression "concerned with or engaged in" shall without limitation mean whether as an employee, advisor, partner, consultant, contractor, sub-contractor, proprietor, director, shareholder or otherwise. You shall not engage, whether directly or indirectly, in any other employment, occupation, consulting or other business activity directly or indirectly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company and a breach under this clause shall be construed to be a material breach of this Agreement

PROVIDED THAT the Employee may own beneficially any units of any authorized unit trust or mutual funds and shares or securities listed on a recognized stock exchange which when aggregated with shares or securities beneficially owned by your parents, spouse, children and step children, total no more than five per cent of any single class of shares or securities in any company, which is engaged in a business similar to or conflicting with the Company. PROVIDED FURTHER THAT all such holdings shall be disclosed by you in writing to the Company on the first day of each calendar quarter.

Subject to any regulations from time to time issued by the Company which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the Company or an associated company and if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the Company for the amount received by you or the amount received by such firm or company.

## 9. Inventions and Intellectual Property:

### a) Definitions

For the purposes of this Agreement, the Employee agrees that, all Intellectual Property includes information of a technical and business nature such as ideas, discoveries, inventions, improvements, trade secrets, know how, machines, Software Development processes, product designs, formulae, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, marketing plans, business methods and the like, which relate in any manner to the actual or anticipated business of the Company, its parent, affiliates or subsidiaries or clients or relate to its actual or anticipated areas of research and development.

Invention means any invention capable of being patented in India and / or any other jurisdiction.

### b) Disclosure

The Employee shall disclose promptly to the Company all Intellectual Property, which during the term of employment you may conceive, make, develop or work on, in whole or in part, solely or jointly with others and make and maintain adequate and current records thereof.

### c) Assignment of Inventions



In case of all Inventions which during the term of the employment the Employee may conceive, make, develop or work on, in whole or in part, solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere, shall be works for hire and shall execute, acknowledge make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate patent and other property rights in all jurisdictions with respect to any Invention including (i) patent applications (ii) any other applications for securing, protecting or registering any property rights relating to such Inventions and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**d) Ownership and Assignment of other Intellectual Property Rights**

In addition to the Agreement of Assignment of Proprietary Information, the employee does hereby assign, transfer and convey to the Company the entire right, title and interest in any and all Intellectual Property and Inventions which during the term of your employment may be conceived, made, developed or worked on, in whole or in part solely or jointly with others, whether made within or out of the usual working hours or upon the premises of the Company or elsewhere. The Employee shall execute, acknowledge, make and/or deliver to the Company any and all further instruments which in the judgement of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate rights in such Intellectual Property in India, and all foreign countries; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

**e) Post – Employment Inventions**

For the avoidance of doubt and uncertainty, any Intellectual Property made or developed by the Employee within one year following termination of your employment shall be presumed to have been conceived during your employment and to fall within the provisions of the Agreement, unless you demonstrate that it was conceived after such termination.

- 10. Returning Company Property:** At the time of cessation of employment with the Company, you will deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company, its successors or assigns. In the event of the Employee committing default of the above clause, the Employee shall be liable to indemnify the Company for any losses or charges or loss of profits or business that may arise on account of the breach of the above clause.
- 11. Notification:**
- i. Of New Employer**  
In the event that you leave the employment of the Company, you shall be required to notify the Company details of your new employer and address of appointment.
- ii. To New Employer**  
In the event that you leave the employment of the Company, the Employee does hereby consent to the notification by the Company to your new employer about your rights and obligations under this Agreement.
- 12. Conflict of Interest Guidelines:** The Employee shall diligently adhere to the following guidelines of the Company including to comply with the policy of the Company to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, the Employee must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company. The following are potentially compromising situations, which must be avoided. Any exceptions must be reported to the Company and written approval for continuation in this regard must be obtained.
- a. Revealing confidential information to outsiders or misusing confidential information. Unauthorized divulging of information is a violation of this policy whether or not for personal gain and whether or not harm to the Company is intended.
  - b. Accepting or offering substantial gifts, excessive entertainment, favors or payments, which may be deemed to constitute undue, influence or otherwise be improper or embarrassing to the Company.
  - c. Participating in civic or professional organizations that might involve divulging confidential information of the Company.
  - d. Initiating or approving any form of personal or social harassment of employees.
  - e. Investing or holding outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might influence in any manner a decision or course of action of the Company.
  - f. Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist.



- g. Unlawfully discussing prices, costs, customers, sales or markets with competing companies or their employees.
- h. Improperly using or authorizing the use of any inventions, which are the subject of, patent claims of any other person or entity.
- i. Engaging in any conduct, which is not in the best interest of the Company.

The Employee shall take every necessary action to ensure compliance with these guidelines and to bring problem areas to the attention of higher management for review. Violations of this conflict of interest policy shall result in the termination of employment under this Agreement, as the breach under this clause shall be construed to be a material breach of this Agreement.

13. **Income Tax Liability:** The Income Tax Liability with regards to the Employee's salary and perks will be the Employee's liability, and will be governed by the tax laws of the country as applicable from time to time.
14. **Communication and Correspondence:** Any communication sent to the Employee to his permanent address or any other address as filled / amended in the records by the Employee, or on personal email ID used at time of offer of employment at the time of his joining will stand final and correspondence so sent on behalf of the Company by registered post, will be deemed to have been received by the Employee.
15. **Enhancement of professional skills::** During the course of the Employment, the Employee may at the instance of the Company pursue & enhance his/ her professional skills on software/tools developed by organizations like Microsoft, Oracle, Sun Microsystems, etc. at the discretion of the Company and at the cost of the Company. The Employee agrees that he/she shall complete the said courses within the prescribed time for the said courses or within the extended time as may be allowed by the management. In the event that the Employee is not in a position or is unable to obtain the certifications, the Company shall at its sole discretion may take necessary steps, which shall be in line with its overall business interests or take any action it deems fit in its interest.
16. **Professional Ethics:** The Employees' are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If the Employee is found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or of misappropriation regardless of the value involved, the Employee's services would be terminated with immediate effect, notwithstanding other Terms and Conditions mentioned in this agreement.
17. **Internet and E-mail usage:**The Employees' are permitted access to the Internet and Company's e-mail service, which is restricted only for the purpose of business use as per the nature of the job. Misuse of the Internet and Company's e-mail service such as surfing pornographic sites, job seeking, gaming, hacking or attempting to gain access of other Employees' and Company information without authorized permission, being a member of any internet hacking community, using the Company's e-mail for receiving non-technical newsletters / junk mail, broadcasting personal messages to all mail service users, forwarding mail communication to external parties, initiating a direct contact with the Client through mail etc. is prohibited. The Company may at its sole discretion, terminate the said Employment of the Employee with the Company with immediate effect, in the event of it being found that the Employee violates the usage of Internet and e-mail as dictated by the Policies of the Company that exist currently, and may be supplemented and amended from time to time.
18. **Code of Conduct:** The Employee shall conduct himself / herself in conformity with the code of conduct from time to time. Further, the Employee shall carry out the instructions in letter & spirit, given by the superiors, shall not disobey the instructions given and shall not indulge in any unethical practices which results in loss of productivity or which affect the project deliverables.
19. **Information Security Management System (ISMS):** The Company has certain mandatory training programs to ensure that the employees and Company meets its audit, regulatory and Client requirements. You are required to successfully complete such mandatory trainings from time to time and these include Code of Conduct, Foreign Corrupt Practices Act ("FCPA"), SecurityFirst Certification and Anti-harassment, to name a few. Each new employee is required to read and understand the training material(s) of the Company and complete all mandatory certifications within the timeframe set forth by the company.
20. Your appointment with the Company is solely based upon the representations made by you, regarding your qualifications and/or experience. Please note that the company will be conducting background/reference/pre-employment checks on the basis of the information provided by you and the representations made by you to the Company. If it is found at any point of time that your representation are incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, take all appropriate disciplinary action as per Company policies and as permitted by applicable law against the employee.
21. By accepting the offer made by the Company, you also irrevocably consent to the Company (or the Client, as the case may be) to initiate and perform all necessary background/reference/pre-employment checks as may be required in and during the course of your employment, either by Company, Client (as the case may be) or through any third party authorized by the Company or Client in this regard.



22. **Smoking & Drinking:** The Company owes and assures a smoke and alcohol free environment for its Employees. The entire office premises including conference rooms, lobbies/washrooms are declared as "Non-Smoking Zones" & "Alcohol Free Zones".
23. **Destroying Papers & Materials:** Any official communication, which includes electronic data in any form, and e-mails, which is confidential in nature, shall be destroyed appropriately after the purpose is served, with the knowledge and consent of the immediate superior of the employee to whom such employee is reporting. A record of such destroyed official communication shall be maintained in the register maintained for the purpose, the entry in which shall be signed by the employee and counter signed by his immediate superior.
24. **Safe Custody of Company Material:** The Employee will be responsible for the safe keeping and good condition and order of all the Companies property entrusted to his/ her care and charge. The Company reserves the right to deduct the cost of such articles from the Employees dues, or take such action as may be deemed proper, in the event of failure or damage to account for such property, to the Company's satisfaction.
25. **Performance:** The Employee shall at all times perform to the best of his/ her abilities and achieve the performance levels as laid down by the Company. The Company may at its sole discretion, interrupt or terminate the said Employment, without thereby incurring any liability to the Employee in the event of adverse reports regarding the progress of his/ her training or his / her work performance (based on the reports emanating from his/ her seniors at regular intervals) or his / her health.
26. **Employee Non-Disclosure Agreement:** The Employee shall have access to various proprietary and confidential information during the course of employment with the Company. Accordingly, the Employee shall be required to execute a Non-Disclosure Agreement in a format to be provided by the Company and it shall form part & parcel of these terms & Conditions and Offer Letter.
27. **Confidentiality of Salary Information:** The Employee's salary package is based on, besides his/her overall experience level in the IT Industry, educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to the Employee is specific and very personal to the Employee. Any comparison of the same with the salary packages of other Employees, based purely on the total experience level in the IT Industry or by any other benchmarks, may be unrealistic, and misleading. The Employee is required to strictly maintain the secrecy of and ensure that he / she does not divulge or communicate in any manner, any information regarding his/her remuneration, to any other Employee of the Company except to their Immediate Superior / Head of the HR Dept. of the Company. Similarly, when deputed to work / interact at the client's site, the Employee is expected to maintain full confidentiality regarding his/her salary package. The Employee is expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good ethical functional business relations with our clients.
28. **Deputation:** While remaining permanently employed at **IN HYD Campus** the Employee may be deputed to work at any one of the other centers of the Company, varying for a period of six months or above in a year, as and when considered necessary, solely at the discretion of the Management. Depending upon the Employee's suitability, he/she may be deputed from time to time to work at the Company's foreign Collaborators site/ parent Company's site or any of their clients at the client sites, whether in USA or elsewhere. While being posted elsewhere as per the terms of this clause the Employee may be required to execute additional agreements as described by the respective Company at the time of posting. However the Employee shall be paid by the Company in accordance with the living standards of the place of transfer and the decision of the Company in this regard will be treated as final
29. The Company has certain committed and long-standing business clients who may, based on business and continuance require the services of the employee in their organization. In such circumstances, the Company has the absolute right to transfer the employment of the employee as a full time employee of such client at existing terms and conditions. That under no circumstances such terms and conditions of the employment shall be prejudicial to the employee as compared to the terms and conditions of employment with the Company. However, in the event the employee becomes eligible under a stock option plan of the Company during the period of his/her employment with the Company, all options vested with the employee under such plan but not exercised by the employee at the time of his/her transfer of the employment as full time employee to any client company shall lapse and the Company shall not be liable for any loss/ compensation on this account.
30. **Termination of Employment:**
- a. The Employment of the employee and the terms of this Agreement with the Company may be terminated by the Company by giving **90 (Ninety) days** written notice (notice period) or **three** months gross salary in lieu of such notice period to you.
  - b. Provided that the employment of the Employee may be terminated without notice or payment in lieu of notice in the event of a breach by the Employee of the terms of this Agreement.



c. The Employee shall have a right to terminate the employment with the Company or this Agreement by giving **three months' notice** or paying **three months basic salary** in lieu of such written notice once the employee is confirmed. However, the notice period will be two months during the probation period of the employee.

d. For the purposes of this clause:

1. Date of Resignation would be taken as the date in the e-mail / formal resignation letter that is submitted by the Employee and should be signed off as accepted, by the Immediate Reporting Manager, BU Leader / HR Leader.
2. In case the Employee intends to terminate his employment in the Company as stated to in clause 27(c), the Company will have the sole option / right to waive the notice period requirement. Waiver of Notice Period will be at the sole discretion of the Company to be given in writing by the Company.
3. Waiver of Notice Period will not be granted for any Employee, as a rule. The Employer can refuse the Employee's offer of the payment of three months basic salary in lieu of the notice period / request of the accumulated leaves to be adjusted against the notice period. The employee will be entitled to receive complete salary, as per current compensation structure, for the notice period saved.
4. The Employer (BU Leader & HR Leader) has the discretion to release the Employee **earlier than the actual notice period** provided the Employee has completed the transition, pending tasks & deliverables as dictated by the Project assignment. Leaves that the Employee may have accumulated during the period of service may be adjusted against the notice period at the Reporting Manager / HR's discretion.
5. Depending on the pendency / exigencies of work entrusted to the Employee, the Employer has the discretion to ask the Employee to stay compulsorily from the date of the Resignation limited to a period of **three months**, to effectively replace the services of the Employee or the completion of the duties entrusted to the Employee to the sole satisfaction of the company.

e. Notwithstanding the above and without prejudice to any other rights that the Company may have against the Employee under this agreement or under any other applicable law for the time being in force or otherwise, in the event that you leave the Company within a period of 12 months from the date of commencement of your employment, you shall reimburse to the Company the following:

1. All amounts paid to you by the Company, other than your salary, including without limitation, any signing bonus, recruitment fee, relocation expenses, etc, and
2. All expenses incurred by the Company in connection with any training rendered to you, whether in India or abroad;
3. All expenses incurred by the Company in connection with your employment and termination including attorney's fees.
4. All fees, charges and expenses incurred on account of your training or continuing education incurred by the Company during the period of your employment with the Company.
5. A monetary compensation in terms of the damages suffered by the Company by virtue of loss of your services to the Company.

**31. Absenteeism without Notice:** Associates are expected to follow the company's working hours and holiday and client's working hours and holidays while on deputation to client's site in India/onsite. In the event of the Employee's unreported absence for more than five days or unreported deviation from assigned and accepted schedule for more than five days from the services of the Company without written permission from the concerned Manager or without intimation to the concerned Manager, it would be assumed that the Employee has voluntarily abandoned services of the Company and the Company has the sole discretion to terminate / continue with the Employee's services.

**32. Non - Solicitation & Competition:** The Employee shall not during the term of employment with the Company and for a period of 12 months thereafter immediately following the termination of employment with the Company for any reason, whether with or without cause, you shall not either:

- a. Directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or join any other employment or undertake any other activity that is of similar nature so as to give any



sort of competition to the business of the Company;

- b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company, either for yourself or for any other person or entity;
- c. Join the services or be associated with any former employee of the Company who is undertaking or seeks to undertake any activity competing with the business of the Company or with any of the Company's Clients.
- d. A breach under this clause shall be construed to be a material breach of this Agreement

The Employees agree that any dispute in this regard, shall be determined by the Company and hereby agree that the decision of the Company in this regard shall be final and binding on you.

I hereby represent that I am not a party to, or bound by the terms of, any agreement with any previous employer or other party which requires me to (a) refrain from using or disclosing any trade secret or confidential or proprietary information obtained in the course of my employment with the Company or to (b) refrain from competing, directly or indirectly, with the business of such previous employer or any other party. I further represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement (written or oral) with any third party, including without limitation any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment with the Company, and I will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employer or others. I have not entered into, and I agree I will not enter into, any such agreement either written or oral in conflict herewith

- 33. **Representations:** The Employee warrants, undertakes and confirms to the Company that he/ she are not bound by the terms and conditions of any non-disclosure agreement, confidentiality agreement or any other similar document, deed or writing by whatever name called executed prior to the employment with the Company and the Intellectual Property rights assigned by the Company or any other knowledge or information imparted by the Company is not in breach or violation of any such agreement or contract or the like as aforesaid.
- 34. **Veracity of Information Provided:** The Employee has been engaged based on the presumption that the particulars furnished by him/her in the resume or testimonials handed over to the Company are correct. In case the said particulars are found to be incorrect or that they have concealed or withheld some other relevant facts, the Employee's appointment with the Company shall stand terminated/cancelled without any notice. However the Company on its own discretion may reappoint the Employee on fresh terms agreed between them.
- 35. **Legal Advice:** It is presumed that the Employee is accepting these Employment Terms and Conditions willingly & after understanding the full implications by seeking proper Legal Advice.
- 36. **Reference:** Any reference to the masculine gender will also include the feminine gender and any reference to the singular will also include the plural, wherever applicable.
- 37. **Liquidation:** If the Company shall entirely discontinue operation, liquidate and or dissolve no compensation shall be due to the Employee.
- 38. **Dispute Resolution:** In case of any dispute arising with reference to these Employment Terms and Conditions, both the parties hereby agree that, it shall be adjudicated by referring the same to a Sole Arbitrator, appointed by the Company. The said Arbitrator shall be an Advocate of repute and standing with the relevant experience. The seat of Arbitration shall be at Chennai and The Arbitration & Conciliation Act, 1996, governs the proceedings for Arbitration
- 39. **Governing Laws:** These Employment Terms and Conditions shall be governed and construed in accordance with the laws of India. The invalidity or non-enforceability of any part shall not affect the rest.
- 40. **Severability:** If one or more of the provisions in this Agreement is declared void by law, then the remaining provisions of this Agreement in so far as they are enforceable or capable of being enforceable shall continue in full force and effect being applicable to the Agreement.
- 41. **Survival:** Subject to clause (34), the provisions of this Agreement shall survive the termination of employment and the assignment of this Agreement by the Company to any successor in interest or other assignee.
- 42. **Waiver:** No failure or delay by either of the parties in exercising any right, power or privilege under this Agreement will operate as a waiver thereof. The waiver by either of the parties of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breach.

Authorized Official Signature



*N. Sundarajan*

**Sundararajan Narayanan**  
**Chief People Officer & Global Head of Human Resources**



**ERT TECHNOLOGIES PRIVATE LIMITED**

67, K P H B Phase 4, Kukatpally, Hyderabad, Telangana 500072

CIN:

Tel: 9618275587 | Email: [info@errortechnologies.com](mailto:info@errortechnologies.com) | Website: [www.errortechnologies.com](http://www.errortechnologies.com)

Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Mr.CH. Himalay**  
**+91 9849374281**  
**chhimalay@gmail.com**

**APPOINTMENT LETTER**

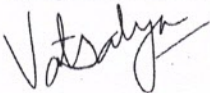
**Dear Mr.CH. Himalay,**

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



**Rakesh Kumar**  
**Human Resource**



## Annexure A

You shall be governed by the following terms and conditions of service during your service period, and those may be amended from time to time.

You are being hired as **Business Development Executive**. Your job role includes, but not limited to, Develop market strategies by researching lists of high potential prospects, Identify prospective Sales Leads, Pitch goods or Services to the new client, Maintaining good working relationship with existing and new contacts, Maintaining Corporate Client relationship, Ability to handle conversations with clients and senior management professionals, Ability to determine priorities and organize work load accordingly.

Your emoluments will be as per enclosed Annexure B.

You are required to commence your work on **18-AUG-2018**. You will be on probation for a period of 2 months from the date of joining. Within this period your services are liable for termination without assigning any reasons or giving notice.

Your probation period may be extended at the discretion of the management. On satisfactory completion of your period of probation and/or any extended period thereafter, you may be confirmed in writing by the management. If you are not confirmed in writing, you will be deemed to be continued on probation.

There will be meetings scheduled with the team to discuss work progress and overall internship experience at regular intervals. Meetings can happen over phone/Skype as well and time will be intimated in advance. You shall make yourself available for these meetings.

Your initial place of reporting will be at **Hyderabad**. During the period of probation or on confirmation you will be liable and shall accept transfer to any of the establishments sister concern/branch/from one department to another or any of the establishments units wherever be the interest of the company

Error Tech is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.

During the period of employment, you shall not carry on any business, profession or calling of your own that will result in a conflict of interest with the business of Error Tech. If you are found to be engaged in an activity that conflicts with the interests of the business, you will be subject to disciplinary action, up to and including discharge as well as a legal action. To avoid this, you could disclose any business activity that you do during the period and obtain approval from the business.

You will be expected to serve the Company to the best of your ability, integrity and diligence. You will appreciate that any technical business or other trade information, which may come to your possession during your association with us, should not be disclosed, divulged or made public while you are in service or thereafter. If there is any breach of confidentiality either during the period of your probation or at any time after the probation, your services will be terminated without notice or wage in lieu of notice. This is without any prejudice to proceed against you legally.

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Any change of your residential address must be communicated to us in writing.

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In the event you want to terminate the services with the company, you are required to serve the company with 30 days notice period or salary in lieu thereof.

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You will be required to sign certain agreements like Non-disclosure Agreement, Employment Contract, Confidential Information and Intellectual Property Protection Agreement etc., which shall be deemed to be part of the terms of your appointment.

If the above terms and conditions are acceptable, please sign and return the duplicate copy of the order as a token of your acceptance and join the duty on the said date.

Along with the signed copy of this offer letter, please send the following documents for our records:

Your PAN Card

Your address proof

Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: *Himalek*

Date: *18/08/2018*  
Name: *C. Himalek*

Place: Hyderabad



**ANNEXURE B**

1. During the probation period (45-60 days) salary credited is purely based on your performance.
2. After probation period, the **Basic Salary 2.4-3.6 PA** decided on the basis of your performance in the 2 months (Probation period).

**Incentives:**

<b>S.No.</b>	<b>Clients (Projects)</b>	<b>Incentive (Per Project)</b>
1.	1-10	0%
2.	11-15	5%
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4.	20 and Above	15%

**CTC:** Basic Salary and Incentives.



**ERT TECHNOLOGIES PRIVATE LIMITED**

67, K P H B Phase 4, Kukatpally, Hyderabad, Telangana 500072

CIN:

Tel: 9618275587 | Email: [info@errortechnologies.com](mailto:info@errortechnologies.com) | Website: [www.errortechnologies.com](http://www.errortechnologies.com)

Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Mr. P. Durga Prasad**  
**+91 7032844523**  
**pmudiraj308@gmail.com**

**APPOINTMENT LETTER**

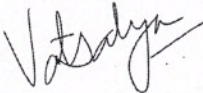
**Dear Mr. P. Durga Prasad,**

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



Rakesh Kumar  
Human Resource



## Annexure A

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Your emoluments will be as per enclosed Annexure B.

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Signature:

Date:

Name:

Place: Hyderabad



**ANNEXURE B**

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**CTC:** Basic Salary and Incentives.



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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 09-AUG-2018

**Mr. B.Sharath Naik**  
**+91 8555916752**  
**Sharath.b109@gmail.com**

**APPOINTMENT LETTER**

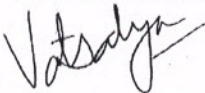
**Dear Mr. B.Sharath Naik,**

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

**Congratulations!**



**Rakesh Kumar**  
**Human Resource**



## Annexure A

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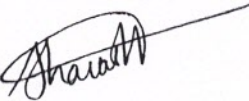
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- Your PAN Card
- Your address proof
- Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature:



Date:

09/08/18

Name:

Shavath waite

Place: Hyderabad



## **ANNEXURE B**

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**CTC: Basic Salary and Incentives.**



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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Mr. P. Charan**  
**+91 9160388011**  
**palanaticharan007@gmail.com**

**APPOINTMENT LETTER**

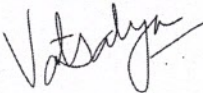
**Dear Mr. P. Charan,**

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

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Rakesh Kumar  
Human Resource



## Annexure A

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Signature:

Date:

Name:

Place: Hyderabad



**ANNEXURE B**

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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Mr. D. Aravind**  
+91 9701871432  
aravinddonga06@gmail.com

**APPOINTMENT LETTER**

Dear Mr. D. Aravind,

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



Rakesh Kumar  
Human Resource



## Annexure A

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I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: 

Date: 13/08/18

Name: Aravind

Place: Hyderabad



**ANNEXURE B**

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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 09-AUG-2018

**Mr. Ch. Nithish Kumar**  
**+91 7660887621**  
**nithishch1@gmail.com**

**APPOINTMENT LETTER**

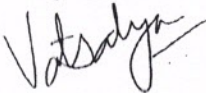
Dear Mr. Ch. Nithish Kumar,

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Rakesh Kumar  
Human Resource



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Termination of employment post completion of your probation period:

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The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of misconduct or if your overall performance is not satisfactory. In the event you want to terminate the services with the company, you are required to serve the company with 30 days notice period or salary in lieu thereof.

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If the above terms and conditions are acceptable, please sign and return the duplicate copy of the order as a token of your acceptance and join the duty on the said date.

Along with the signed copy of this offer letter, please send the following documents for our records:

- Your PAN Card
- Your address proof
- Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: 

Date: 9/08/18

Name: Ch. Nitish Kumar

Place: Hyderabad

#### ANNEXURE B

1. During the probation period (45-60 days) salary credited is purely based on your performance.



2. After probation period, the **Basic Salary 2.4-3.6 PA** decided on the basis of your performance in the 2 months (Probation period).

Incentives:

S.No.	Clients (Projects)	Incentive (Per Project)
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2.	11-15	5%
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CTC: Basic Salary and Incentives.



**ERT TECHNOLOGIES PRIVATE LIMITED**

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CIN:

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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 09-AUG-2018

Mr. P.JohnReddy  
+91 8555616751  
[Johnreddy2@gmail.com](mailto:Johnreddy2@gmail.com)

**APPOINTMENT LETTER**

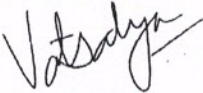
Dear Mr. P.JohnReddy,

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



Rakesh Kumar  
Human Resource



## Annexure A

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Your address proof

Your bank account details with IFSC code

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Signature:



Date:

09/08/18

Name:

John Reddy

Place: Hyderabad



## ANNEXURE B

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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 09-AUG-2018

**Mr. M.Naresh**  
**+91 9014029325**  
**Naresh.m119@gmail.com**

**APPOINTMENT LETTER**

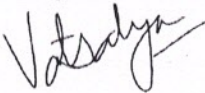
**Dear Mr. M.Naresh,**

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

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We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



Rakesh Kumar  
Human Resource



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- Your PAN Card
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I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: *Naveh*

Date: *09/08/18*

Name: *Naveh*

Place: Hyderabad



## ANNEXURE B

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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

Mr.K. Shivanarayana.  
+91 8977839492  
[shivanaidu911@gmail.com](mailto:shivanaidu911@gmail.com)

**APPOINTMENT LETTER**

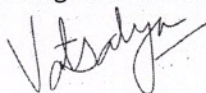
Dear Mr.K. Shivanarayana,

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

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Rakesh Kumar  
Human Resource



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Signature:

Date:

Name:

Place: Hyderabad



## **ANNEXURE B**

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### **Incentives:**

<b>S.No.</b>	<b>Clients (Projects)</b>	<b>Incentive (Per Project)</b>
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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Mr.A. Sharath Kumar**  
**+91 9392010929**  
**[adisharath1996@gmail.com](mailto:adisharath1996@gmail.com)**

**APPOINTMENT LETTER**

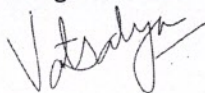
Dear Mr.A. Sharath Kumar,

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

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Rakesh Kumar  
Human Resource



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Signature:

Date:

Name:

Place: Hyderabad



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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Ms. Bhavana Girni**

**+91 9951448519**

**Bhavana.girni@gmail.com**

**APPOINTMENT LETTER**

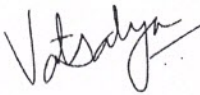
**Dear Ms. Bhavana Girni ,**

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

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**Rakesh Kumar**  
Human Resource



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6. Your initial place of reporting will be at **Hyderabad**. During the period of probation or on confirmation you will be liable and shall accept transfer to any of the establishments sister concern/branch/from one department to another or any of the establishments units wherever be the interest of the company
7. Error Tech is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
8. During the period of employment, you shall not carry on any business, profession or calling of your own that will result in a conflict of interest with the business of Error Tech. If you are found to be engaged in an activity that conflicts with the interests of the business, you will be subject to disciplinary action, up to and including discharge as well as a legal action. To avoid this, you could disclose any business activity that you do during the period and obtain approval from the business.
9. You will be expected to serve the Company to the best of your ability, integrity and diligence. You will appreciate that any technical business or other trade information, which may come to your possession during your association with us, should not be disclosed, divulged or made public while you are in service or thereafter. If there is any breach of confidentiality either during the period of your probation or at any time after the probation, your services will be terminated without notice or wage in lieu of notice. This is without any prejudice to proceed against you legally.
10. You shall be responsible for any damages to the Company's property and equipment while on duty.
11. Any change of your residential address must be communicated to us in writing.



12. Termination of employment post completion of your probation period:
  - a) Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.
  - b) The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of misconduct or if your overall performance is not satisfactory.
  - c) In the event you want to terminate the services with the company, you are required to serve the company with 30 days notice period or salary in lieu thereof.
13. If for a period of four consecutive days, you absent yourself without permission or overstay leave, you shall be deemed to have voluntarily retired from the services.
14. You will be governed by the rules and regulations of the company as in vogue now or as may be amended or introduced from time to time.
15. You will be required to sign certain agreements like Non-disclosure Agreement, Employment Contract, Confidential Information and Intellectual Property Protection Agreement etc., which shall be deemed to be part of the terms of your appointment.

If the above terms and conditions are acceptable, please sign and return the duplicate copy of the order as a token of your acceptance and join the duty on the said date.

Along with the signed copy of this offer letter, please send the following documents for our records:

- Your PAN Card
- Your address proof
- Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature:

Date:

Name:

Place: Hyderabad



## ANNEXURE B

1. During the probation period (45-60 days) salary credited is purely based on your performance.
2. After probation period, the **Basic Salary 2.4-3.6 PA** decided on the basis of your performance in the 2 months (Probation period).

### Incentives:

S.No.	Clients (Projects)	Incentive (Per Project)
1.	1-10	0%
2.	11-15	5%
3.	16-20	10%
4.	20 and Above	15%

**CTC:** Basic Salary and Incentives.



**ERT TECHNOLOGIES PRIVATE LIMITED**

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CIN:

Tel: 9618275587 | Email: [info@errortechnologies.com](mailto:info@errortechnologies.com) | Website: [www.errortechnologies.com](http://www.errortechnologies.com)

Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 09-AUG-2018

Miss. K.Monagrace  
+91 8555916752  
Mona.k@gmail.com

**APPOINTMENT LETTER**

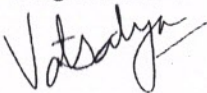
Dear Miss. K.Monagrace,

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



Rakesh Kumar  
Human Resource



## Annexure A

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Your emoluments will be as per enclosed Annexure B.

You are required to commence your work on **18-AUG-2018**. You will be on probation for a period of 2 months from the date of joining. Within this period your services are liable for termination without assigning any reasons or giving notice.

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You will be governed by the rules and regulations of the company as in vogue now or as may be amended or introduced from time to time.

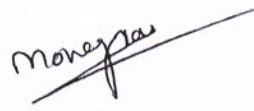
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Along with the signed copy of this offer letter, please send the following documents for our records:

- Your PAN Card
- Your address proof
- Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: 

Date: 09/08/18  
Name: MONARACE

Place: Hyderabad



## ANNEXURE B

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2. After probation period, the Basic Salary 2.4-3.6 PA decided on the basis of your performance in the 2 months (Probation period).

### Incentives:

S.No.	Clients (Projects)	Incentive (Per Project)
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CTC: Basic Salary and Incentives.



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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Ms.K. Bindu**  
**+91 9515754167**  
**reddybindhu77@gmail.com**

**APPOINTMENT LETTER**

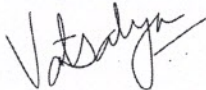
Dear Ms.K. Bindu,

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



Rakesh Kumar  
Human Resource



## Annexure A

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If the above terms and conditions are acceptable, please sign and return the duplicate copy of the order as a token of your acceptance and join the duty on the said date.

Along with the signed copy of this offer letter, please send the following documents for our records:

Your PAN Card

Your address proof

Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature:

Date:

Name:

Place: Hyderabad



## ANNEXURE B

1. During the probation period (45-60 days) salary credited is purely based on your performance.
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### **Incentives:**

<b>S.No.</b>	<b>Clients (Projects)</b>	<b>Incentive (Per Project)</b>
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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Ms. G. Sushmitha**  
**+91 9133931141**  
**[guthisushmitha18@gmail.com](mailto:guthisushmitha18@gmail.com)**

**APPOINTMENT LETTER**

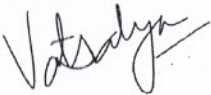
**Dear Ms. G. Sushmitha,**

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



Rakesh Kumar  
Human Resource



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Along with the signed copy of this offer letter, please send the following documents for our records:

Your PAN Card

Your address proof

Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: *Sushmita*

Date: *18/01/18*

Name: *S. Sushmita*

Place: Hyderabad



**ANNEXURE B**

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2. After probation period, the **Basic Salary 2.4-3.6 PA** decided on the basis of your performance in the 2 months (Probation period).

**Incentives:**

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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Ms. S. Preethika**  
**+91 7995737553**  
**[sunugurupreethika@gmail.com](mailto:sunugurupreethika@gmail.com)**

**APPOINTMENT LETTER**

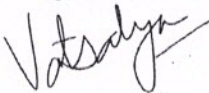
**Dear Ms. S. Preethika,**

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

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Rakesh Kumar  
Human Resource



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I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: *Preethika*

Date: *15/08/2018*

Name: *S. Preethika*

Place: Hyderabad



## ANNEXURE B

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Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Ms. V. Laxmi Prasanna**  
+91 9908198054  
[prasannavanga444@gmail.com](mailto:prasannavanga444@gmail.com)

**APPOINTMENT LETTER**

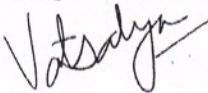
Dear Ms. V. Laxmi Prasanna ,

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

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Rakesh Kumar  
Human Resource



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You shall be governed by the following terms and conditions of service during your service period, and those may be amended from time to time.

You are being hired as **Business Development Executive**. Your job role includes, but not limited to, Develop market strategies by researching lists of high potential prospects, Identify prospective Sales Leads, Pitch goods or Services to the new client, Maintaining good working relationship with existing and new contacts, Maintaining Corporate Client relationship, Ability to handle conversations with clients and senior management professionals, Ability to determine priorities and organize work load accordingly.

Your emoluments will be as per enclosed Annexure B.

You are required to commence your work on **18-AUG-2018**. You will be on probation for a period of 2 months from the date of joining. Within this period your services are liable for termination without assigning any reasons or giving notice.

Your probation period may be extended at the discretion of the management. On satisfactory completion of your period of probation and/or any extended period thereafter, you may be confirmed in writing by the management. If you are not confirmed in writing, you will be deemed to be continued on probation.

There will be meetings scheduled with the team to discuss work progress and overall internship experience at regular intervals. Meetings can happen over phone/Skype as well and time will be intimated in advance. You shall make yourself available for these meetings.

Your initial place of reporting will be at **Hyderabad**. During the period of probation or on confirmation you will be liable and shall accept transfer to any of the establishments sister concern/branch/from one department to another or any of the establishments units wherever be the interest of the company

Error Tech is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.

During the period of employment, you shall not carry on any business, profession or calling of your own that will result in a conflict of interest with the business of Error Tech. If you are found to be engaged in an activity that conflicts with the interests of the business, you will be subject to disciplinary action, up to and including discharge as well as a legal action. To avoid this, you could disclose any business activity that you do during the period and obtain approval from the business.

You will be expected to serve the Company to the best of your ability, integrity and diligence. You will appreciate that any technical business or other trade information, which may come to your possession during your association with us, should not be disclosed, divulged or made public while you are in service or thereafter. If there is any breach of confidentiality either during the period of your probation or at any time after the probation, your services will be terminated without notice or wage in lieu of notice. This is without any prejudice to proceed against you legally.

You shall be responsible for any damages to the Company's property and equipment while on duty.

Any change of your residential address must be communicated to us in writing.

Termination of employment post completion of your probation period:



Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of misconduct or if your overall performance is not satisfactory.

In the event you want to terminate the services with the company, you are required to serve the company with 30 days notice period or salary in lieu thereof.

If for a period of four consecutive days, you absent yourself without permission or overstay leave, you shall be deemed to have voluntarily retired from the services.

You will be governed by the rules and regulations of the company as in vogue now or as may be amended or introduced from time to time.

You will be required to sign certain agreements like Non-disclosure Agreement, Employment Contract, Confidential Information and Intellectual Property Protection Agreement etc., which shall be deemed to be part of the terms of your appointment.

If the above terms and conditions are acceptable, please sign and return the duplicate copy of the order as a token of your acceptance and join the duty on the said date.

Along with the signed copy of this offer letter, please send the following documents for our records:

Your PAN Card

Your address proof

Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: *Prasanna*

Date: *18/08/2018*

Name: *Laxmi Prasanna*

Place: Hyderabad



**ANNEXURE B**

1. During the probation period (45-60 days) salary credited is purely based on your performance.
2. After probation period, the **Basic Salary 2.4-3.6 PA** decided on the basis of your performance in the 2 months (Probation period).

**Incentives:**

S.No.	Clients (Projects)	Incentive (Per Project)
1.	1-10	0%
2.	11-15	5%
3.	16-20	10%
4.	20 and Above	15%

**CTC: Basic Salary and Incentives.**



**ERT TECHNOLOGIES PRIVATE LIMITED**

67, K P H B Phase 4, Kukatpally, Hyderabad, Telangana 500072

CIN:

Tel: 9618275587 | Email: [info@errortechnologies.com](mailto:info@errortechnologies.com) | Website: [www.errortechnologies.com](http://www.errortechnologies.com)

Ref: ERTTECH/HR/Appt.Ltrs./ 2018-19

Dated: 13-AUG-2018

**Ms. A. Kalyani**  
+91 9515536916  
[kalyanikallu1997@gmail.com](mailto:kalyanikallu1997@gmail.com)

**APPOINTMENT LETTER**

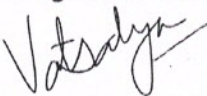
Dear Ms. A. Kalyani,

With reference to your application and subsequent interview with us, we are pleased to welcome you as **Business Development Executive**. We are confident that you would play a significant role in the overall success of Error Technologies and wish you the most enjoyable, learning packed and truly *meaningful* experience with Error Technologies.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the scanned copy to us.

Congratulations!



Rakesh Kumar  
Human Resource



## Annexure A

You shall be governed by the following terms and conditions of service during your service period, and those may be amended from time to time.

You are being hired as **Business Development Executive**. Your job role includes, but not limited to, Develop market strategies by researching lists of high potential prospects, Identify prospective Sales Leads, Pitch goods or Services to the new client, Maintaining good working relationship with existing and new contacts, Maintaining Corporate Client relationship, Ability to handle conversations with clients and senior management professionals, Ability to determine priorities and organize work load accordingly.

Your emoluments will be as per enclosed Annexure B.

You are required to commence your work on **18-AUG-2018**. You will be on probation for a period of 2 months from the date of joining. Within this period your services are liable for termination without assigning any reasons or giving notice.

Your probation period may be extended at the discretion of the management. On satisfactory completion of your period of probation and/or any extended period thereafter, you may be confirmed in writing by the management. If you are not confirmed in writing, you will be deemed to be continued on probation.

There will be meetings scheduled with the team to discuss work progress and overall internship experience at regular intervals. Meetings can happen over phone/Skype as well and time will be intimated in advance. You shall make yourself available for these meetings.

Your initial place of reporting will be at **Hyderabad**. During the period of probation or on confirmation you will be liable and shall accept transfer to any of the establishments sister concern/branch/from one department to another or any of the establishments units wherever be the interest of the company

Error Tech is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.

During the period of employment, you shall not carry on any business, profession or calling of your own that will result in a conflict of interest with the business of Error Tech. If you are found to be engaged in an activity that conflicts with the interests of the business, you will be subject to disciplinary action, up to and including discharge as well as a legal action. To avoid this, you could disclose any business activity that you do during the period and obtain approval from the business.

You will be expected to serve the Company to the best of your ability, integrity and diligence. You will appreciate that any technical business or other trade information, which may come to your possession during your association with us, should not be disclosed, divulged or made public while you are in service or thereafter. If there is any breach of confidentiality either during the period of your probation or at any time after the probation, your services will be terminated without notice or wage in lieu of notice. This is without any prejudice to proceed against you legally.

You shall be responsible for any damages to the Company's property and equipment while on duty.

Any change of your residential address must be communicated to us in writing.

Termination of employment post completion of your probation period:



Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of misconduct or if your overall performance is not satisfactory.

In the event you want to terminate the services with the company, you are required to serve the company with 30 days notice period or salary in lieu thereof.

If for a period of four consecutive days, you absent yourself without permission or overstay leave, you shall be deemed to have voluntarily retired from the services.

You will be governed by the rules and regulations of the company as in vogue now or as may be amended or introduced from time to time.

You will be required to sign certain agreements like Non-disclosure Agreement, Employment Contract, Confidential Information and Intellectual Property Protection Agreement etc., which shall be deemed to be part of the terms of your appointment.

If the above terms and conditions are acceptable, please sign and return the duplicate copy of the order as a token of your acceptance and join the duty on the said date.

Along with the signed copy of this offer letter, please send the following documents for our records:

Your PAN Card

Your address proof

Your bank account details with IFSC code

I have negotiated, agreed, read and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter

Signature: *Kalyani*

Date: *18/08/2018*  
Name: *A. Kalyani*

Place: Hyderabad



**ANNEXURE B**

1. During the probation period (45-60 days) salary credited is purely based on your performance.
2. After probation period, the **Basic Salary 2.4-3.6 PA** decided on the basis of your performance in the 2 months (Probation period).

**Incentives:**

<b>S.No.</b>	<b>Clients (Projects)</b>	<b>Incentive (Per Project)</b>
1.	1-10	0%
2.	11-15	5%
3.	16-20	10%
4.	20 and Above	15%

**CTC:** Basic Salary and Incentives.



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## Intent of Offer

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HR IMCS <hrspoc.india@imcsgroup.net>

Tue, Feb 26, 2019 at 11:46 PM

To: sravanreddy1111@gmail.com

Cc: Mustafa Khan <mmkhan@imcsgroup.net>, Raja Reddy <raja.reddy@imcsgroup.net>, Samuel D <sam@imcsgroup.net>, srikanth Nds <srikanthn@imcsgroup.net>, sayyad@imcsgroup.net, director.seed@kpritech.ac.in

Dear B Srinivas,

It was nice discussing with you about your profile.

We intend to extend you an offer for the position of "**Junior OPT Recruiter**", with a starting date for employment from **8<sup>th</sup> March 2019** with a pay package of **1.44 L.P.A.**

Please respond to us via e-mail to confirm your acceptance of the offer.

Send us the below-mentioned documents to initiate the process of on-boarding.

- ❖ Copies of all your educational/academic certificates.
- ❖ 3 passport size photographs.
- ❖ Copies of your Passport or any equal government authorized ID proof, Pan and Aadhar card.
- ❖ Present and Permanent Addresses and Contact numbers and email addresses of your Parents or Guardians

Thanks & Regards,

Human Resource Team



Phone: +91-630 354 3725

Email: [hrspoc.india@imcsgroup.net](mailto:hrspoc.india@imcsgroup.net)

Vivekanandanagar Colony,

Kukatpally, Hyderabad, Telangana



image001.jpg  
14K



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## Intent of Offer

HR IMCS <hrspoc.india@imcsgroup.net>

Tue, Feb 26, 2019 at 10:16 AM

To: sravanreddy1111@gmail.com

Cc: Mustafa Khan <mmkhan@imcsgroup.net>, Raja Reddy <raja.reddy@imcsgroup.net>, Samuel D <sam@imcsgroup.net>, srikanth Nds <srikanthn@imcsgroup.net>, sayyad@imcsgroup.net, director.seed@kpritech.ac.in

Dear V Lok Sairam ,

It was nice discussing with you about your profile.

We intend to extend you an offer for the position of "Junior OPT Recruiter", with a starting date for employment from 8<sup>th</sup> March 2019 with a pay package of 1.44 L.P.A.

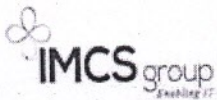
Please respond to us via e-mail to confirm your acceptance of the offer.

Send us the below-mentioned documents to initiate the process of on-boarding.

- ❖ Copies of all your educational/academic certificates.
- ❖ 3 passport size photographs.
- ❖ Copies of your Passport or any equal government authorized ID proof, Pan and Aadhar card.
- ❖ Present and Permanent Addresses and Contact numbers and email addresses of your Parents or Guardians

Thanks & Regards,

Human Resource Team



Phone: +91-630 354 3725

Email: [hrspoc.india@imcsgroup.net](mailto:hrspoc.india@imcsgroup.net)

Vivekanandanagar Colony,

Kukatpally, Hyderabad, Telangana



image001.jpg  
14K



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**Intent of Offer****HR IMCS** <hrspoc.india@imcsgroup.net>

Tue, Feb 26, 2019 at 11:46 PM

To: anumulasuchitra123@gmail.com

Cc: Mustafa Khan &lt;mmkhan@imcsgroup.net&gt;, Raja Reddy &lt;raja.reddy@imcsgroup.net&gt;, Samuel D &lt;sam@imcsgroup.net&gt;, srikanth Nds &lt;srikanthn@imcsgroup.net&gt;, sayyad@imcsgroup.net, director.seed@kpritech.ac.in

Dear Anumula Suchitra,

It was nice discussing with you about your profile.

We intend to extend you an offer for the position of "**Junior OPT Recruiter**", with a starting date for employment from **8<sup>th</sup> March 2019** with a pay package of **1.44 L.P.A.**

Please respond to us via e-mail to confirm your acceptance of the offer:

Send us the below-mentioned documents to initiate the process of on-boarding.

- ❖ Copies of all your educational/academic certificates.
- ❖ 3 passport size photographs.
- ❖ Copies of your Passport or any equal government authorized ID proof, Pan and Aadhar card.
- ❖ Present and Permanent Addresses and Contact numbers and email addresses of your Parents or Guardians

Thanks &amp; Regards,

Human Resource Team

Phone: +91-630 354 3725

Email: [hrspoc.india@imcsgroup.net](mailto:hrspoc.india@imcsgroup.net)

Vivekanandanagar Colony,

Kukatpally, Hyderabad, Telangana

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14K





D.Sai Prakash,  
KPRIT.

15<sup>th</sup> Nov, 2018

Dear D.Sai Prakash,

**Sub: Letter of Appointment And Internship**

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

The contract of Internship will commence from the date of joining and will be in operation till 3months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be 4<sup>th</sup> Dec 2018.

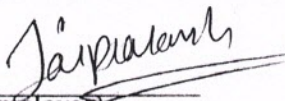
Please note that during the course of your Internship at Vassar Labs, you might be required to work at any place in the world depending on project needs.

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

Yours Sincerely,  
For **Vassar Labs Pvt Ltd**

**Authorized Signatory**

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

  
(Employee)  
Date:



## SERVICE AGREEMENT

This Service Agreement is made and executed on this 15<sup>th</sup> Nov, 2018 by and between Vassar Labs IT Solutions Pvt Ltd.

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

And

**D.Sai Prakash**

(Here in after referred to "Employee")

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

**Now this Agreement of Service Witnessed as under: -**

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 7.00PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (all of the foregoing being referred to as the "Proprietary Information")



7. The Proprietary Information is confidential, important and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.
8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly or indirectly, for a period of five (5) years from the date of their disassociation from the Employer
  - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/ client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business;
  - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
  - 9.3. Employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Propriety Information to any person, firm or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc., belonging to the Employer or relating to Employer's business. And, shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
13. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.

Employee Name: D.Sai Prakash,

Signature: Sai Prakash Date: 15/11/17





V Sanketh,  
KPRIT.

26<sup>th</sup> Nov, 2018

Dear V Sanketh,

**Sub: Letter of Appointment And Internship**

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

The contract of Internship will commence from the date of joining and will be in operation till 3months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be **4<sup>th</sup> Dec 2018**.

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

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

Yours Sincerely,  
For **Vassar Labs Pvt Ltd**

**Authorized Signatory**

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

A handwritten signature in black ink, appearing to be "S. Th." or similar, written over a horizontal line.

(Employee)

Date:



## SERVICE AGREEMENT

This Service Agreement is made and executed on this 26<sup>th</sup> Nov, 2018 by and between **Vassar Labs IT Solutions Pvt Ltd.**

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

And

**V Sanketh**

(Here in after referred to "Employee")

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

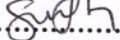
**Now this Agreement of Service Witnessed as under: -**

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 7.00PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (all of the foregoing being referred to as the "Proprietary Information")



7. The Proprietary Information is confidential, important and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.
8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly or indirectly, for a period of five (5) years from the date of their disassociation from the Employer
  - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/ client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business;
  - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
  - 9.3. Employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Propriety Information to any person, firm or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc., belonging to the Employer or relating to Employer's business. And, shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
13. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.

**Employee Name: V Sanketh,**

**Signature:** .....  ..... **Date:** .....





Manne Swarnalatha,  
KPRIT.

26<sup>th</sup> Nov, 2018

Dear Manne Swarnalatha,

**Sub: Letter of Appointment And Internship**

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

The contract of Internship will commence from the date of joining and will be in operation till 3months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be 4<sup>th</sup> Dec 2018.

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

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

Yours Sincerely,  
For Vassar Labs Pvt Ltd

**Authorized Signatory**

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

A handwritten signature in black ink, appearing to read "Manne Swarnalatha", is written over a horizontal line.

(Employee)

Date: 26/11/18



## SERVICE AGREEMENT

This Service Agreement is made and executed on this 26<sup>th</sup> Nov, 2018 by and between Vassar Labs IT Solutions Pvt Ltd.

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

And

**Manne Swarnalatha**

(Here in after referred to "Employee")

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

**Now this Agreement of Service Witnessed as under: -**

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 7.00PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (all of the foregoing being referred to as the "Proprietary Information")



7. The Proprietary Information is confidential, important and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.
8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly or indirectly, for a period of five (5) years from the date of their disassociation from the Employer
  - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/ client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business;
  - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
  - 9.3. Employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Proprietary Information to any person, firm or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc., belonging to the Employer or relating to Employer's business. And, shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
13. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.

Employee Name: Manne Swarnalatha,

Signature: Swarnalatha Date: 26/11/14





R Kishan Nayak,  
KPRIT.

26<sup>th</sup> Nov, 2018

Dear R Kishan Nayak,

Sub: **Letter of Appointment And Internship**

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

The contract of Internship will commence from the date of joining and will be in operation till 3months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be **4<sup>th</sup> Dec 2018**.

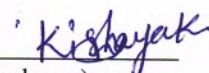
Please note that during the course of your Internship at Vassar Labs, you might be required to work at any place in the world depending on project needs.

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

Yours Sincerely,  
For **Vassar Labs Pvt Ltd**

**Authorized Signatory**

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

  
\_\_\_\_\_  
(Employee)  
Date:



## SERVICE AGREEMENT

This Service Agreement is made and executed on this 26<sup>th</sup> Nov, 2018 by and between **Vassar Labs IT Solutions Pvt Ltd.**

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

And

**R Kishan Nayak**

(Here in after referred to "Employee")

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

**Now this Agreement of Service Witnessed as under: -**

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 7.00PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (all of the foregoing being referred to as the "Proprietary Information")



7. The Proprietary Information is confidential, important and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.
8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly or indirectly, for a period of five (5) years from the date of their disassociation from the Employer
  - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/ client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business;
  - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
  - 9.3. Employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Propriety Information to any person, firm or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc., belonging to the Employer or relating to Employer's business. And, shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
13. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.

**Employee Name:** R Kishan Nayak,

**Signature:** ..... *Kishanayak* ..... **Date:** .....





Panuganti Pranay Kumar,  
KPRIT.

26<sup>th</sup> Nov, 2018

Dear Panuganti Pranay Kumar,

**Sub: Letter of Appointment And Internship**

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


The contract of Internship will commence from the date of joining and will be in operation till 3months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be 4<sup>th</sup> Dec 2018.

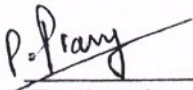
Please note that during the course of your Internship at Vassar Labs, you might be required to work at any place in the world depending on project needs.

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

  
Yours Sincerely,  
For Vassar Labs Pvt Ltd

**Authorized Signatory**

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

  
(Employee)  
Date: 26/Nov/18



### SERVICE AGREEMENT

This Service Agreement is made and executed on this 26<sup>th</sup> Nov, 2018 by and between Vassar Labs IT Solutions Pvt Ltd.

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

And

**Panuganti Pranay Kumar**  
(Here in after referred to "Employee")

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

**Now this Agreement of Service Witnessed as under: -**

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 7.00PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (all of the foregoing being referred to as the "Proprietary Information")



7. The Proprietary Information is confidential, important and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.
8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly or indirectly, for a period of five (5) years from the date of their disassociation from the Employer
  - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/ client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business;
  - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
  - 9.3. Employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Propriety Information to any person, firm or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc., belonging to the Employer or relating to Employer's business. And, shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
13. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.

Employee Name: Panuganti Pranay Kumar,

Signature: P. Pranay Date: 26/Nov/18





N. Sai Kiran,  
KPRIT.

26<sup>th</sup> Nov, 2018

Dear N. Sai Kiran,

**Sub: Letter of Appointment And Internship**

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

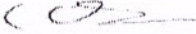
The contract of Internship will commence from the date of joining and will be in operation till 3months.

During the Period of Internship you will be paid a stipend of 8,000 rupees per month. And you will not be eligible for vacation time during the internship period.

Your remuneration structure is personal to you and should not be disclosed or discussed with others. Your expected start date will be 4<sup>th</sup> Dec 2018.

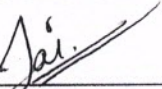
Please note that during the course of your Internship at Vassar Labs, you might be required to work at any place in the world depending on project needs.

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

  
Yours Sincerely,  
For Vassar Labs Pvt Ltd

**Authorized Signatory**

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

  
\_\_\_\_\_  
(Employee)  
Date:



## SERVICE AGREEMENT

This Service Agreement is made and executed on this 26<sup>th</sup> Nov, 2018 by and between Vassar Labs IT Solutions Pvt Ltd.

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

And

**N. Sai Kiran**  
(Here in after referred to "Employee")

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

**Now this Agreement of Service Witnessed as under: -**

1. The Employer agrees to employ the Employee and the Employee accepts such employment on the terms and conditions set forth in this agreement. This agreement shall come into operation from the date on which both parties sign it.
2. Income tax and other statutory deductions from the above remuneration will be as per the Rules and Regulations of Income Tax Act and other laws and as applicable to the Employee's remuneration.
3. During the currency of this contract the employee shall not take up any other assignment, with or without remuneration, under any other employer and shall work exclusively and full time for the employer.
4. The office working hours shall be from 10.00AM to 7.00PM with a half an hour lunch break and the working days are from Monday to Friday. However due to nature of the business, working hours are flexible and the Employee might be required to work necessary hours in order to complete his/her assigned work.
5. The Employee agrees and represents to the Employer that he/she is not subject to any existing contract, which would affect or impede the Employee's liability to perform in accordance with the terms of this agreement.
6. The Employer has acquired and developed and will continue to acquire and develop intellectual property which include systems and procedures, Source Code, business and financial data, credit information in relation to the customers containing their names, addresses, business habits, sales reports, price lists and other information. (all of the foregoing being referred to as the "Proprietary Information")



7. The Proprietary Information is confidential, important and unique to the Employer's business. The Employer and the Employee acknowledge that the said Proprietary Information represents trade secrets of the Employer. If the employee divulges any such proprietary information to any third person, the employer hereby reserves his right to terminate this agreement.
8. The Employee, for a period of four (4) years from the date of disassociation with the Employer, shall not at any time, directly or indirectly, carry on in any territory any business which competes directly or indirectly with the business of the Employer nor be concerned or interested in any such business in any capacity whatsoever, including, inter alia, as a shareholder, partner, officer, employee or consultant.
9. The Employee shall use his Endeavour to promote and develop the business of the Employer and shall not, directly or indirectly, for a period of five (5) years from the date of their disassociation from the Employer
  - 9.1. Solicit or attempt in any manner to solicit, any business from (i) any existing customer/ client of the Employer, or (ii) any person whom the Employer has contacted or otherwise dealt with, as long as the Employer is engaged in such business;
  - 9.2. Induce or attempt to persuade any person, who is an existing or potential customer/client of the Employer, to cease doing business or to reduce the amount of business which such person has customarily done or might propose doing with the Employer.
  - 9.3. Employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Employer (including any person who was an employee at any time during the preceding one year)
10. The Employee agrees to keep all Proprietary Information confidential. The Employee agrees to refrain from communicating or divulging any of the Proprietary Information to any person, firm or company during the course of employment and for a period of 3 years following the termination of this agreement for any reason whatsoever.
11. The Employer has acquired, and, during the term of employment the Employee will acquire much similar information about the business of the employer's customers in the same manner and under the same restrictions as said above.
12. On termination of this contract, Employee will immediately surrender to the Employer before release from the employment, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, etc., belonging to the Employer or relating to Employer's business. And, shall not make or retain any copies of these items. The above terms and conditions are subject to policy of Employer.
13. If any dispute arises between the Employer and Employee under this agreement the courts at Hyderabad/Secunderabad will have jurisdiction.

Employee Name: N. Sai Kiran,

Signature: .....*Sai*..... Date: .....26/08/18.....





**Dated: 31-May-19**

**Mr. Shivanand**  
**Location: - Timmajipet**

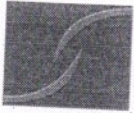
**Subject: Offer Letter**

**Dear Shivanand ,**

We are pleased to appoint you in our organization as **Technician** with effect from **1-Jun-19** or the date of your reporting, whichever is later on the following terms & conditions: -

- That your **Compensation Structure would be as per annexure 1.**
- During the course of your tenure of employment, you will be deputed to work with our client "**Mahindra Susten Pvt Ltd**", and you shall follow rules, procedure, practices & decorum, regularly & punctually prescribed by the client concerned.
- That your appointment will initially starting from **1-Jun-19** to **30-Apr-20** after which depending on your performance or our requirement we may give a further extension details of which will be given in writing.
- Leaves & holidays will be applicable as per policies prevalent in the company.
- Your employment will stand terminated with the end / termination of contract or end date of the employment. The employment may also get terminated by giving 15 days.
- by either party or Basic salary in lieu of the same. In case you are found involved in any unethical practices your employment will stand terminated with immediate effect without giving any notice or payout in lieu of notice.
- Spectrum Talent Management. (STMPL), does not charge any amount in any manner whatsoever from any Associate/s towards facilitating the recruitment of an associate with its esteemed customers. In case any representative of STMPL demands any amount against helping him/her to get a job with its customer/s, you are hereby advised not to entertain any such demand. Further, you are requested to bring any such incident to the notice of STMPL by reporting it to Email ID.
- Kindly sign the copy of this letter as a token of acceptance of this offer. A formal appointment letter will be issued to you shortly. We request you to carry the following documents at the time of your joining, which are mandatory for our records and are necessary for the completion of joining formalities:





SPECTRUM TALENT MANAGEMENT (P) LTD.

- Photo Copy of Class 10th Mark sheet.
- Photo Copy of Class 12th Mark sheet.
- Photo Copy of Graduation certificates of all years or a consolidated Mark sheet of the same.
- Photo Copy of any Post graduate course/ Diploma/ Degree (if applicable).
- If you are awaiting results, please carry the past year mark sheets and admit card for final year examination.
- Supporting Documents of Past Experience (Experience Certificate/ Relieving Letter/ Appointment Letter/ Offer Letter) from all previous employers.
- Photo Copy of Form 16/ 12 B/ Salary Certificate/ Pay Slips received from the previous organization (if applicable).
- It is mandatory for every employee to submit their PF-UAN number at the time of joining.
- Photo Copy of PAN Card. As per the new provision of tax deduction at source (TDS) under the Income Tax Act 1961, it is mandatory for every employee to submit their PAN details to their employer else the employer is required to deduct minimum 20% Income Tax + Education Cess if any employee's income is more than the taxable limit & does not have / provide the PAN number.
- Existing Account No. with <Bank Name for example ICICI Bank> (if applicable)
- Aadhar No. (There must be complete DOB & Father Name)
- Three recent passport sized photographs (self).

**Note: Your salary processing is subject to completion of above joining formalities.**

We wish you all the best!!

With warm regards

**For Spectrum Talent Management.**

**(Atanu Banerjee  
Business-Head)**

**Candidate Acceptance**

**(Signature)**





# SPECTRUM TALENT MANAGEMENT (P) LTD.

## Annexure – I

**Name: Shivanand**  
**Designation: Technician**  
**Date of Joining: 1-Jun-19**

Particulars	Monthly Amount In INR.
Basic + DA	10000
HRA	2000
Transport Allowance	0
Medical Allowance	0
Other Allowance	686
Bonus	833
<b>Monthly Gross Salary [A]*</b>	<b>13519</b>
Less PF 12% Employee	1282
Less ESI 1.75% Employee	237
Profession tax	0
<b>Total Employee's Contribution [B]</b>	<b>1519</b>
<b>Monthly Net pay [A-B]</b>	<b>12000</b>
Company's cont. To. PF 13.15% (Inclusive of Admin Charges) Employers	1300
Company's Cont. To ESI 4.75% Employers	642
**Insurance (GPA+GMC)	355
<b>Total Employers Contribution [C]</b>	<b>2297</b>
<b>Monthly CTC [A+C]</b>	<b>15816</b>

\*Income Tax deductions, if applicable, will be as per the Income Tax Act, 1961

\* You are entitled to a retiral benefit of gratuity as per the provision of "Payment of Gratuity Act, 1972". The amount indicated is equivalent to 15 days basic salary on a basis of 26 days in a month, for every completed year, as part thereof, in excess of 6 months. The payment shall be contingent upon continuous service of 5 years with the Company.

**\*\* Group Medical Insurance:**

You will be entitled to Medical Insurance Coverage as per company policy.

**\*\* Group Accidental Insurance:**

You will be entitled to Accidental Insurance Coverage as per company policy.

**\*\* Statutory Deduction:**

All statutory deduction would done as and wherever applicable.

**NOTE:** This Statement is only for the purpose of information and is illustrative in nature.

For Spectrum Talent Management Pvt. Ltd.

(Authorized Signatory)

Candidate Acceptance

(Signature)

C - 142, SECTOR 63, NOIDA - 201301, TEL - 0120 - 3384800 - 900  
VISIT US : WWW.SPECTRUMTALENT.CO.IN

RPO | Executive Search | Flexi-Staffing | Payroll





SPECTRUM TALENT MANAGEMENT (P) LTD.

**Dated: 31-May-19**

**Mr. T Mahesh**  
**Location: - Timmajipet**

**Subject: Offer Letter**

**Dear T Mahesh ,**

We are pleased to appoint you in our organization as **Technician** with effect from **1-Jun-19** or the date of your reporting, whichever is later on the following terms & conditions: -

- That your **Compensation Structure would be as per annexure 1.**
- During the course of your tenure of employment, you will be deputed to work with our client "**Mahindra Susten Pvt Ltd**", and you shall follow rules, procedure, practices & decorum, regularly & punctually prescribed by the client concerned.
- That your appointment will initially starting from **1-Jun-19** to **30-Apr-20** after which depending on your performance or our requirement we may give a further extension details of which will be given in writing.
- Leaves & holidays will be applicable as per policies prevalent in the company.
- Your employment will stand terminated with the end / termination of contract or end date of the employment. The employment may also get terminated by giving 15 days.
- by either party or Basic salary in lieu of the same. In case you are found involved in any unethical practices your employment will stand terminated with immediate effect without giving any notice or payout in lieu of notice.
- Spectrum Talent Management. (STMPL), does not charge any amount in any manner whatsoever from any Associate/s towards facilitating the recruitment of an associate with its esteemed customers. In case any representative of STMPL demands any amount against helping him/her to get a job with its customer/s, you are hereby advised not to entertain any such demand. Further, you are requested to bring any such incident to the notice of STMPL by reporting it to Email ID.
- Kindly sign the copy of this letter as a token of acceptance of this offer. A formal appointment letter will be issued to you shortly. We request you to carry the following documents at the time of your joining, which are mandatory for our records and are necessary for the completion of joining formalities:

C - 142, SECTOR 63, NOIDA - 201301. TEL - 0120 - 3384800 - 900

VISIT US : [WWW.SPECTRUMTALENT.CO.IN](http://WWW.SPECTRUMTALENT.CO.IN)

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## SPECTRUM TALENT MANAGEMENT (P) LTD.

- Photo Copy of Class 10th Mark sheet.
- Photo Copy of Class 12th Mark sheet.
- Photo Copy of Graduation certificates of all years or a consolidated Mark sheet of the same.
- Photo Copy of any Post graduate course/ Diploma/ Degree (if applicable).
- If you are awaiting results, please carry the past year mark sheets and admit card for final year examination.
- Supporting Documents of Past Experience (Experience Certificate/ Relieving Letter/ Appointment Letter/ Offer Letter) from all previous employers.
- Photo Copy of Form 16/ 12 B/ Salary Certificate/ Pay Slips received from the previous organization (if applicable).
- It is mandatory for every employee to submit their PF-UAN number at the time of joining.
- Photo Copy of PAN Card. As per the new provision of tax deduction at source (TDS) under the Income Tax Act 1961, it is mandatory for every employee to submit their PAN details to their employer else the employer is required to deduct minimum 20% Income Tax + Education Cess if any employee's income is more than the taxable limit & does not have / provide the PAN number.
- Existing Account No. with <Bank Name for example ICICI Bank> (if applicable)
- Aadhar No. (There must be complete DOB & Father Name)
- Three recent passport sized photographs (self).

**Note: Your salary processing is subject to completion of above joining formalities.**

We wish you all the best!!

With warm regards

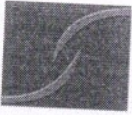
**For Spectrum Talent Management.**

**(Atanu Banerjee  
Business-Head**

**Candidate Acceptance**

**(Signature)**





# SPECTRUM TALENT MANAGEMENT (P) LTD.

Name: T Mahesh

## Annexure – I

Designation: Technician

Date of Joining: 1-Jun-19

Particulars	Monthly Amount In INR.
Basic + DA	10000
HRA	2000
Transport Allowance	0
Medical Allowance	0
Other Allowance	686
Bonus	833
<b>Monthly Gross Salary [A]*</b>	<b>13519</b>
Less PF 12% Employee	1282
Less ESI 1.75% Employee	237
Profession tax	0
<b>Total Employee's Contribution [B]</b>	<b>1519</b>
<b>Monthly Net pay [A-B]</b>	<b>12000</b>
Company's cont. To. PF 13.15% (Inclusive of Admin Charges) Employers	1300
Company's Cont. To ESI 4.75% Employers	642
**Insurance (GPA+GMC)	355
<b>Total Employers Contribution [C]</b>	<b>2297</b>
<b>Monthly CTC [A+C]</b>	<b>15816</b>

\*Income Tax deductions, if applicable, will be as per the Income Tax Act, 1961

\* You are entitled to a retiral benefit of gratuity as per the provision of "Payment of Gratuity Act, 1972". The amount indicated is equivalent to 15 days basic salary on a basis of 26 days in a month, for every completed year, as part thereof, in excess of 6 months. The payment shall be contingent upon continuous service of 5 years with the Company.

**\*\* Group Medical Insurance:**

You will be entitled to Medical Insurance Coverage as per company policy.

**\*\* Group Accidental Insurance:**

You will be entitled to Accidental Insurance Coverage as per company policy.

**\*\* Statutory Deduction:**

All statutory deduction would done as and wherever applicable.

**NOTE:** This Statement is only for the purpose of information and is illustrative in nature.

For Spectrum Talent Management Pvt. Ltd.

(Authorized Signatory)

Candidate Acceptance

(Signature)

C - 142, SECTOR 63, NOIDA - 201301, TEL - 0120 - 3384800 - 900  
VISIT US : WWW.SPECTRUMTALENT.CO.IN

RPO | Executive Search | Flexi-Staffing | Payroll





SPECTRUM TALENT MANAGEMENT (P) LTD.

Dated: 17-Jun-19

Mr. S Sai Shravan  
Location: - Timmajipet

**Subject: Offer Letter**

Dear S Sai Shravan ,

We are pleased to appoint you in our organization as **Technician** with effect from **18-Jun-19** or the date of your reporting, whichever is later on the following terms & conditions: -

- That your **Compensation Structure would be as per annexure 1.**
- During the course of your tenure of employment, you will be deputed to work with our client " **Mahindra Susten Pvt Ltd** ", and you shall follow rules, procedure, practices & decorum, regularly & punctually prescribed by the client concerned.
- That your appointment will initially starting from **18-Jun-19** to **17-May-20** after which depending on your performance or our requirement we may give a further extension details of which will be given in writing.
- Leaves & holidays will be applicable as per policies prevalent in the company.
- Your employment will stand terminated with the end / termination of contract or end date of the employment. The employment may also get terminated by giving 15 days.
- by either party or Basic salary in lieu of the same. In case you are found involved in any unethical practices your employment will stand terminated with immediate effect without giving any notice or payout in lieu of notice.
- Spectrum Talent Management. (STMPL), does not charge any amount in any manner whatsoever from any Associate/s towards facilitating the recruitment of an associate with its esteemed customers. In case any representative of STMPL demands any amount against helping him/her to get a job with its customer/s, you are hereby advised not to entertain any such demand. Further, you are requested to bring any such incident to the notice of STMPL by reporting it to Email ID.
- Kindly sign the copy of this letter as a token of acceptance of this offer. A formal appointment letter will be issued to you shortly. We request you to carry the following documents at the time of your joining, which are mandatory for our records and are necessary for the completion of joining formalities:





## SPECTRUM TALENT MANAGEMENT (P) LTD.

- Photo Copy of Class 10th Mark sheet.
- Photo Copy of Class 12th Mark sheet.
- Photo Copy of Graduation certificates of all years or a consolidated Mark sheet of the same.
- Photo Copy of any Post graduate course/ Diploma/ Degree (if applicable).
- If you are awaiting results, please carry the past year mark sheets and admit card for final year examination.
- Supporting Documents of Past Experience (Experience Certificate/ Relieving Letter/ Appointment Letter/ Offer Letter) from all previous employers.
- Photo Copy of Form 16/ 12 B/ Salary Certificate/ Pay Slips received from the previous organization (if applicable).
- It is mandatory for every employee to submit their PF-UAN number at the time of joining.
- Photo Copy of PAN Card. As per the new provision of tax deduction at source (TDS) under the Income Tax Act 1961, it is mandatory for every employee to submit their PAN details to their employer else the employer is required to deduct minimum 20% Income Tax + Education Cess if any employee's income is more than the taxable limit & does not have / provide the PAN number.
- Existing Account No. with <Bank Name for example ICICI Bank> (if applicable)
- Aadhar No. (There must be complete DOB & Father Name)
- Three recent passport sized photographs (self).

**Note: Your salary processing is subject to completion of above joining formalities.**

We wish you all the best!!

With warm regards

**For Spectrum Talent Management.**

**(Atanu Banerjee  
Business-Head)**

**Candidate Acceptance**

**(Signature)**





# SPECTRUM TALENT MANAGEMENT (P) LTD.

Name: S Sai Shraavan  
Designation: Technician  
Date of Joining: 18-Jun-19

## Annexure – I

Particulars	Monthly Amount In INR.
Basic + DA	10000
HRA	10000
Transport Allowance	2000
Medical Allowance	0
Other Allowance	0
Bonus	686
<b>Monthly Gross Salary [A]*</b>	<b>833</b>
Less PF 12% Employee	<b>13519</b>
Less ESI 1.75% Employee	1282
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**NOTE:** This Statement is only for the purpose of information and is illustrative in nature.

For Spectrum Talent Management Pvt. Ltd.

(Authorized Signatory)

Candidate Acceptance

(Signature)



# edWisor

Date: November 29, 2018

K. Santhosh

RE: LETTER OF APPOINTMENT

Dear Mr. K. Santhosh ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## 1. Compensation

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## 2. Reporting Manager

For all purposes, your reporting manager will be “**Ramandeep Arora - CEO & Founder**”.

## 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **30 days notice** or monthly gross salary in lieu thereof post the completion of probation period. No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible for leave during the notice period.

## 4. Health Clause

You are required to submit a medical certificate on the day of joining which states that you are healthy (physically and mentally) and you can devote your whole time and attention to the Company's business entrusted to you.

## Saraswati Digital Pvt. Ltd.

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## **5. Confidentiality**

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

The terms set out in this letter, together with the non-disclosure agreement and Saraswati Digital Pvt. Ltd. will form your Contract of Employment with the Company.

## **6. Unauthorised Disclosure of Information**

If it appears that You have disclosed (or has threatened to disclose) Information in violation of this Agreement, or there is a suspicion as to the same, Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any others) with the intention to harm business of the company, then company shall be entitled to avail all legal and other lawful resources available to it, including but not limited to, injunctive and/or other remedial measures at its sole discretion to restrain You from disclosing, in whole or in part, such information, or from providing any service to any party to whom such information has been disclosed or may be disclosed. Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any other brands) shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

## **7. Indemnity**

Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, fines, penalties, damages and/or other legal, financial or other liabilities of any kind whatsoever which may arise due to any deeds, acts or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention to applicable rules and laws.

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## 8. Office Hours

The scheduled hours of work for this position are: 10:00 a.m. to 7:00 p.m., Monday to Saturday and such other hours or days as may be reasonably required to complete your business duties.

## 9. Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, non-performance, under performance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

You shall inform the company of any change in your personal data within 3 working days.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party.

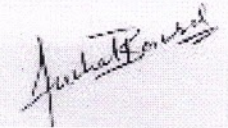
In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

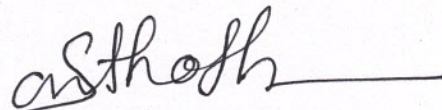
Sincerely,

For, Saraswati Digital Pvt.Ltd.



**Anchal Bansal**  
Human Resource

Employee's Signature



**K. Santhosh**

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
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## Annexure I

SALARY COMPONENTS	AMOUNT P.A. (IN INR)	AMOUNT P.M. (IN INR)
Basic	₹1,20,000	₹10,000
HRA	₹60,000	₹5,000
Conveyance	₹19,200	₹1,600
Medical Allowance	₹15,000	₹1,250
Mobile Reimbursement	₹3,000	₹250
Special Allowance	₹82,800	₹6,900
<b>Gross Fixed Earnings</b>	<b>₹3,00,000</b>	<b>₹25,000</b>
<b>Gross variable Earning</b>	<b>₹1,00,000</b>	Based on monthly NRR
<b>CTC</b>	<b>₹400,000</b>	

- NRR - Net Revenue Realisation.

The company reserves the right to alter / modify / restructure your compensation without adversely affecting the annual gross salary stated above.

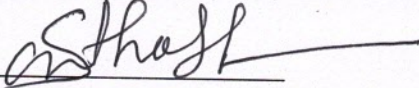
- 1) All entitlements given below are applicable after you have joined Saraswati Digital Pvt. Ltd. The entitlements are subject to any company policies / procedures / guidelines that may be issued / modified from time to time. All prerequisites and benefits including reimbursements, are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
- 2) These entitlements shall cease upon the termination of your employment with Saraswati Digital Pvt. Ltd. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with the HR team for details.
- 3) The Company, at any time, reserves the right to review and restructure its Compensation Package. The above compensation structure is governed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year.

All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **K. Santhosh**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

K. Santhosh



### Saraswati Digital Pvt. Ltd.

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

Date: November 29, 2018

Y. Vikas Reddy

RE: LETTER OF APPOINTMENT

Dear Mr. Y. Vikas Reddy ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## 1. Compensation

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## 2. Reporting Manager

For all purposes, your reporting manager will be “**Ramandeep Arora - CEO & Founder**”.

## 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **30 days notice** or monthly gross salary in lieu thereof post the completion of probation period. No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible for leave during the notice period.

## 4. Health Clause

You are required to submit a medical certificate on the day of joining which states that you are healthy (physically and mentally) and you can devote your whole time and attention to the Company's business entrusted to you.

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## **5. Confidentiality**

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

The terms set out in this letter, together with the non-disclosure agreement and Saraswati Digital Pvt. Ltd. will form your Contract of Employment with the Company.

## **6. Unauthorised Disclosure of Information**

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Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, fines, penalties, damages and/or other legal, financial or other liabilities of any kind whatsoever which may arise due to any deeds, acts or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention to applicable rules and laws.

### **Saraswati Digital Pvt. Ltd.**

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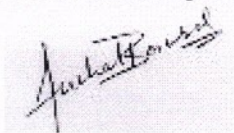
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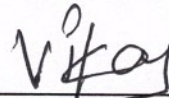
Sincerely,

For, Saraswati Digital Pvt.Ltd.



\_\_\_\_\_  
Anchal Bansal  
Human Resource

Employee's Signature



\_\_\_\_\_  
Y. Vikas Reddy

**Saraswati Digital Pvt. Ltd.**

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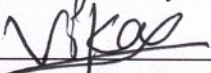
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All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **Y. Vikas Reddy**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

  
\_\_\_\_\_  
Y. Vikas Reddy

### Saraswati Digital Pvt. Ltd.

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
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CIN - U72900HR2015PTC055942



# edWisor

Date: November 29, 2018

T. Vishal

RE: LETTER OF APPOINTMENT

Dear Mr. Vishal ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

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## 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **30 days notice** or monthly gross salary in lieu thereof post the completion of probation period. No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible for leave during the notice period.

## 4. Health Clause

You are required to submit a medical certificate on the day of joining which states that you are healthy (physically and mentally) and you can devote your whole time and attention to the Company's business entrusted to you.

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## 5. Confidentiality

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

The terms set out in this letter, together with the non-disclosure agreement and Saraswati Digital Pvt. Ltd. will form your Contract of Employment with the Company.

## 6. Unauthorised Disclosure of Information

If it appears that You have disclosed (or has threatened to disclose) Information in violation of this Agreement, or there is a suspicion as to the same, Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any others) with the intention to harm business of the company, then company shall be entitled to avail all legal and other lawful resources available to it, including but not limited to, injunctive and/or other remedial measures at its sole discretion to restrain You from disclosing, in whole or in part, such information, or from providing any service to any party to whom such information has been disclosed or may be disclosed. Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any other brands) shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

## 7. Indemnity

Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, fines, penalties, damages and/or other legal, financial or other liabilities of any kind whatsoever which may arise due to any deeds, acts or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention to applicable rules and laws.

### **Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## 8. Office Hours

The scheduled hours of work for this position are: 10:00 a.m. to 7:00 p.m., Monday to Saturday and such other hours or days as may be reasonably required to complete your business duties.

## 9. Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, non-performance, under performance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

You shall inform the company of any change in your personal data within 3 working days.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party.

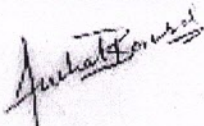
In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

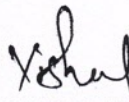
For, Saraswati Digital Pvt.Ltd.



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Anchal Bansal  
Human Resource

Employee's Signature



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T. Vishal

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## Annexure I

SALARY COMPONENTS	AMOUNT P.A. (IN INR)	AMOUNT P.M. (IN INR)
Basic	₹1,20,000	₹10,000
HRA	₹60,000	₹5,000
Conveyance	₹19,200	₹1,600
Medical Allowance	₹15,000	₹1,250
Mobile Reimbursement	₹3,000	₹250
Special Allowance	₹82,800	₹6,900
<b>Gross Fixed Earnings</b>	<b>₹3,00,000</b>	<b>₹25,000</b>
<b>Gross variable Earning</b>	<b>₹1,00,000</b>	Based on monthly NRR
<b>CTC</b>	<b>₹400,000</b>	

- NRR - Net Revenue Realisation.

The company reserves the right to alter / modify / restructure your compensation without adversely affecting the annual gross salary stated above.

1) All entitlements given below are applicable after you have joined Saraswati Digital Pvt. Ltd. The entitlements are subject to any company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements, are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

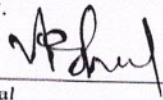
2) These entitlements shall cease upon the termination of your employment with Saraswati Digital Pvt. Ltd. These entitlements may cease if you need to take long-termed personal leave of absence. You will need to check with the HR team for details.

3) The Company, at any time, reserves the right to review and restructure its Compensation Package. The above compensation structure is governed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year.

All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **T. Vishal**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

  
T. Vishal

**Saraswati Digital Pvt. Ltd.**  
Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001  
CIN - U72900HR2015PTC055942



# edWisor

Date: November 29, 2018

M. Sunil Kumar

RE: LETTER OF APPOINTMENT

Dear Mr. M. Sunil Kumar,

On behalf of Saraswati Digital Pvt. Ltd., it is my pleasure to confirm our offer of employment to you as an **"Business Development Executive"**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective Date of Joining will be **December 03, 2018**.

Your Initial Posting will be at Gurgaon, India. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

### 1. Compensation

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

### Reporting Manager

For all purposes, your reporting manager will be **"Ramandeep Arora - CEO & Founder"**.

### 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **30 days notice** or monthly gross salary in lieu thereof post the completion of probation period. No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible for leave during the notice period.

### 4. Health Certificate

You are required to submit a medical certificate on the day of joining which states that you are healthy (physically and mentally) and you can devote your whole time and attention to the Company's business entrusted to you.

**Saraswati Digital Pvt. Ltd.**

Plot No. 1, Connaught Place, Connaught Place, 448A, 5th floor, Udyog Vihar

Phase-V, Gurugram, Haryana - 122001

Phone: +91 122 412 2222 | Fax: +91 122 412 2222 | Email: HR@edwisor.com  
GSTIN: U72900HR2015PTC055942



# edWisor

## 5. Confidentiality

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills, specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You will have access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, titles and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

The terms set out in this letter, together with the non-disclosure agreement and Saraswati Digital Pvt. Ltd. will form your Contract of Employment with the Company.

## 6. Unauthorised Disclosure of Information

If it appears that You have disclosed (or has threatened to disclose) Information in violation of this Agreement, or there is a suspicion of the same, Saraswati Digital Pvt. Ltd (operating with brand name edwisor.com or any others) with the intention to harm business of the company, then company shall be entitled to avail all legal and other lawful resources available to it, including but not limited to, injunctive and/or other remedial measures at its sole discretion to restrain You from disclosing, in whole or in part, such information, or from providing any service to any party to whom such information has been disclosed or may be disclosed. Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any other brands) shall not be prohibited by this provision from pursuing other remedies, including to claim for losses and damages.

## 7. Indemnity

Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, claims, penalties, damages and/or financial, financial or other liabilities of any kind whatsoever which may arise due to any default or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention of applicable rules and laws.

Saraswati Digital Pvt. Ltd.  
Abhyankar Square, 448A, 5th floor, Udyog Vihar  
Sector 18, Gurgaon, Haryana - 122001  
Phone: +91 99100 771900 HR2015PTC055942



# edWisor

## 8. Office Hours

The scheduled hours of work for this position are from 11:00 a.m. to 7:00 p.m., Monday to Saturday and such other hours or days as may be reasonably required to complete your business duties.

## 9. Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, non-performance, under performance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

You shall inform the company of any change in your personal data within 3 working days.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement etc.). You represent that your employment with Company and the performance of your proposed duties for Company will not infringe any obligations you have to such previous employer or other party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect or false and/or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

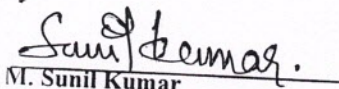
It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Sanskriti Digital Pvt. Ltd.

Employee's Signature

  
M. Sunil Kumar

Anchal B  
Human Resources

Sanskriti Digital Pvt. Ltd.  
Address: Sector-14, Phase-1, Block-1, Gate-1, Udyog Vihar  
Gurgaon, Haryana - 122001  
Registration No: HR2015PTC055942



# edWisor

## Annexure I

SALARY COMPONENTS	AMOUNT P.M. (IN INR)	AMOUNT P.M. (IN INR)
Basic	₹1,20,000	₹10,000
HRA	₹60,000	₹5,000
Conveyance	₹19,200	₹1,600
Medical Allowance	₹15,000	₹1,250
Mobile Reimbursement	₹3,000	₹250
Special Allowance	₹82,000	₹6,900
<b>Gross Fixed Earnings</b>	<b>₹3,00,000</b>	<b>₹25,000</b>
<b>Gross variable Earning</b>	<b>₹1,00,000</b>	<b>Based on monthly NRR</b>
<b>CTC</b>	<b>₹4,00,000</b>	

- Net's Net Revenue Realisation.

The company reserves the right to alter / modify / restructure your compensation without adversely affecting the annual gross salary stated above.

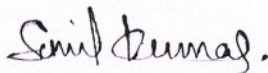
- 1) All entitlements given below are applicable after you have joined Saraswati Digital Pvt. Ltd. The entitlements are subject to any company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions which may be applicable, including taxation on perquisite value.
- 2) These entitlements will cease upon the termination of your employment with Saraswati Digital Pvt. Ltd. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with the HR team for details.
- 3) The Company, at any time, reserves the right to review and restructure its Compensation Package. The above compensation structure is designed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year.

All other terms and conditions of your employment will be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **M. Sunil Kumar**, have read and understood this offer and have signed this document as a confirmation of my acceptance of the offer.

M. Sunil



**Saraswati Digital Pvt. Ltd.**

Office: 448A, 5th floor, Udyog Vihar  
Sector 18, Faridkot, Faridkot, Haryana - 122001

HR2015PTC 055942



# edWisor

Date: November 29, 2018

D. Anil

RE: LETTER OF APPOINTMENT

Dear Mr. D. Anil ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## 1. Compensation

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## 2. Reporting Manager

For all purposes, your reporting manager will be “**Ramandeep Arora - CEO & Founder**”.

## 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **30 days notice** or monthly gross salary in lieu thereof post the completion of probation period. No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible for leave during the notice period.

## 4. Health Clause

You are required to submit a medical certificate on the day of joining which states that you are healthy (physically and mentally) and you can devote your whole time and attention to the Company's business entrusted to you.

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## 5. Confidentiality

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

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Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, fines, penalties, damages and/or other legal, financial or other liabilities of any kind whatsoever which may arise due to any deeds, acts or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention to applicable rules and laws.

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## 8. Office Hours

The scheduled hours of work for this position are: 10:00 a.m. to 7:00 p.m., Monday to Saturday and such other hours or days as may be reasonably required to complete your business duties.

## 9. Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, non-performance, under performance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

Each of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

You shall inform the company of any change in your personal data within 3 working days.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party.

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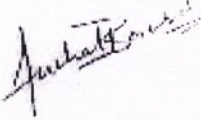
It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Saraswati Digital Pvt.Ltd.

Employee's Signature

  
Anchal Bansal  
Human Resource

  
D. Anil

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## Annexure I

SALARY COMPONENTS	AMOUNT P.A. (IN INR)	AMOUNT P.M. (IN INR)
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- NRR - Net Revenue Realisation.

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These entitlements shall cease upon the termination of your employment with Saraswati Digital Pvt. Ltd. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with the HR team for details.

3) The Company, at any time, reserves the right to review and restructure its Compensation Package. The above compensation structure is governed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year.

All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **D. Anil**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

D. Anil

### Saraswati Digital Pvt. Ltd.

Address - Eukay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

Date: November 29, 2018

K. Uday Kumar

RE: LETTER OF APPOINTMENT

Dear Mr. K. Uday Kumar ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an "**Business Development Executive**". We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## 1. Compensation

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## 2. Reporting Manager

For all purposes, your reporting manager will be "**Ramandeep Arora - CEO & Founder**".

## 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **30 days notice** or monthly gross salary in lieu thereof post the completion of probation period. No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible for leave during the notice period.

## 4. Health Clause

You are required to submit a medical certificate on the day of joining which states that you are healthy (physically and mentally) and you can devote your whole time and attention to the Company's business entrusted to you.

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## 5. Confidentiality

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

The terms set out in this letter, together with the non-disclosure agreement and Saraswati Digital Pvt. Ltd. will form your Contract of Employment with the Company.

## 6. Unauthorised Disclosure of Information

If it appears that You have disclosed (or has threatened to disclose) Information in violation of this Agreement, or there is a suspicion as to the same, Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any others) with the intention to harm business of the company, then company shall be entitled to avail all legal and other lawful resources available to it, including but not limited to, injunctive and/or other remedial measures at its sole discretion to restrain You from disclosing, in whole or in part, such information, or from providing any service to any party to whom such information has been disclosed or may be disclosed. Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any other brands) shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

## 7. Indemnity

Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, fines, penalties, damages and/or other legal, financial or other liabilities of any kind whatsoever which may arise due to any deeds, acts or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention to applicable rules and laws.

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## 8. Office Hours

The scheduled hours of work for this position are: 10:00 a.m. to 7:00 p.m., Monday to Saturday and such other hours or days as may be reasonably required to complete your business duties.

## 9. Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, non-performance, under performance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

You shall inform the company of any change in your personal data within 3 working days.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party.

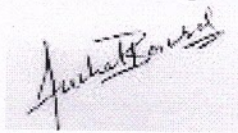
In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

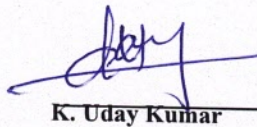
Sincerely,

For, Saraswati Digital Pvt.Ltd.



\_\_\_\_\_  
Anchal Bansal  
Human Resource

Employee's Signature



\_\_\_\_\_  
K. Uday Kumar

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## Annexure I

SALARY COMPONENTS	AMOUNT P.A. (IN INR)	AMOUNT P.M. (IN INR)
Basic	₹1,20,000	₹10,000
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Conveyance	₹19,200	₹1,600
Medical Allowance	₹15,000	₹1,250
Mobile Reimbursement	₹3,000	₹250
Special Allowance	₹82,800	₹6,900
<b>Gross Fixed Earnings</b>	<b>₹3,00,000</b>	<b>₹25,000</b>
<b>Gross variable Earning</b>	<b>₹1,00,000</b>	Based on monthly NRR
<b>CTC</b>	<b>₹400,000</b>	

- NRR - Net Revenue Realisation.

The company reserves the right to alter / modify / restructure your compensation without adversely affecting the annual gross salary stated above.

- 1) All entitlements given below are applicable after you have joined Saraswati Digital Pvt. Ltd. The entitlements are subject to any company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements, are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
- 2) These entitlements shall cease upon the termination of your employment with Saraswati Digital Pvt. Ltd. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with the HR team for details.
- 3) The Company, at any time, reserves the right to review and restructure its Compensation Package. The above compensation structure is governed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year.

All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **K. Uday Kumar**, have read and understood this offer and have signed this document as a confirmation of my acceptance in its entirety.

K. Uday Kumar

**Saraswati Digital Pvt. Ltd.**  
Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001  
CIN - U72900HR2015PTC055942



# edWisor

Date: November 29, 2018

M. Srikanth

RE: LETTER OF APPOINTMENT

Dear Mr. M. Srikanth ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## 1. Compensation

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## 2. Reporting Manager

For all purposes, your reporting manager will be “**Ramandeep Arora - CEO & Founder**”.

## 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

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You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service. Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

The terms set out in this letter, together with the non-disclosure agreement and Saraswati Digital Pvt. Ltd. will form your Contract of Employment with the Company.

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Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, fines, penalties, damages and/or other legal, financial or other liabilities of any kind whatsoever which may arise due to any deeds, acts or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention to applicable rules and laws.

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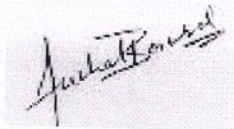
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It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Saraswati Digital Pvt.Ltd.



Anchal Bansal  
Human Resource

Employee's Signature



M. Srikanth

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## Annexure I

SALARY COMPONENTS	AMOUNT P.A. (IN INR)	AMOUNT P.M. (IN INR)
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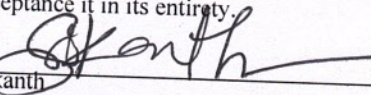
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- 2) These entitlements shall cease upon the termination of your employment with Saraswati Digital Pvt. Ltd. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with the HR team for details.
- 3) The Company, at any time, reserves the right to review and restructure its Compensation Package. The above compensation structure is governed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year.

All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **M. Srikanth**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

  
M. Srikanth

### Saraswati Digital Pvt. Ltd.

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CIN - U72900HR2015PTC055942



# edWisor

Date: November 29, 2018

K. Mounish

RE: LETTER OF APPOINTMENT

Dear Mr. K. Mounish ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## 1. Compensation

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## 2. Reporting Manager

For all purposes, your reporting manager will be “**Ramandeep Arora - CEO & Founder**”.

## 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

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## 9. Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, non - performance, under performance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

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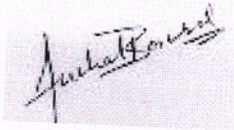
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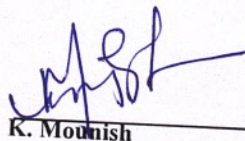
Sincerely,

For, Saraswati Digital Pvt.Ltd.



Anchal Bansal  
Human Resource

Employee's Signature

  
K. Mounish

**Saraswati Digital Pvt. Ltd.**

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## Annexure I

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All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **K. Mounish**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

K. Mounish

### Saraswati Digital Pvt. Ltd.

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# edWisor

Date: November 29, 2018

G. Rama Krishna

RE: LETTER OF APPOINTMENT

Dear Mr. G. Rama Krishna ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

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Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## 2. Reporting Manager

For all purposes, your reporting manager will be “**Ramandeep Arora - CEO & Founder**”.

## 3. Notice Period

You will be under 6 months' probation starting from the Date of Appointment.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **30 days notice** or monthly gross salary in lieu thereof post the completion of probation period. No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible for leave during the notice period.

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**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## **5. Confidentiality**

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

The terms set out in this letter, together with the non-disclosure agreement and Saraswati Digital Pvt. Ltd. will form your Contract of Employment with the Company.

## **6. Unauthorised Disclosure of Information**

If it appears that You have disclosed (or has threatened to disclose) Information in violation of this Agreement, or there is a suspicion as to the same, Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any others) with the intention to harm business of the company, then company shall be entitled to avail all legal and other lawful resources available to it, including but not limited to, injunctive and/or other remedial measures at its sole discretion to restrain You from disclosing, in whole or in part, such information, or from providing any service to any party to whom such information has been disclosed or may be disclosed. Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any other brands) shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

## **7. Indemnity**

Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, fines, penalties, damages and/or other legal, financial or other liabilities of any kind whatsoever which may arise due to any deeds, acts or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention to applicable rules and laws.

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## 8. Office Hours

The scheduled hours of work for this position are: 10:00 a.m. to 7:00 p.m., Monday to Saturday and such other hours or days as may be reasonably required to complete your business duties.

## 9. Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, non - performance, under performance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

You shall inform the company of any change in your personal data within 3 working days.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party.

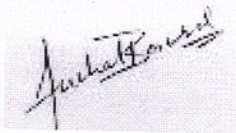
In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Saraswati Digital Pvt.Ltd.



Anchal Bansal  
Human Resource

Employee's Signature



G. Rama Krishna

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## Annexure I

SALARY COMPONENTS	AMOUNT P.A. (IN INR)	AMOUNT P.M. (IN INR)
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HRA	₹60,000	₹5,000
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Special Allowance	₹82,800	₹6,900
<b>Gross Fixed Earnings</b>	<b>₹3,00,000</b>	<b>₹25,000</b>
<b>Gross variable Earning</b>	<b>₹1,00,000</b>	Based on monthly NRR
<b>CTC</b>	<b>₹400,000</b>	

- NRR - Net Revenue Realisation.

The company reserves the right to alter / modify / restructure your compensation without adversely affecting the annual gross salary stated above.

- 1) All entitlements given below are applicable after you have joined Saraswati Digital Pvt. Ltd. The entitlements are subject to any company policies / procedures / guidelines that may be issued / modified from time to time. All prerequisites and benefits including reimbursements, are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.
- 2) These entitlements shall cease upon the termination of your employment with Saraswati Digital Pvt. Ltd. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with the HR team for details.
- 3) The Company, at any time, reserves the right to review and restructure its Compensation Package. The above compensation structure is governed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year.

All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **G. Rama Krishna**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

G. Rama Krishna



### **Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001  
CIN - U72900HR2015PTC055942



# edWisor

**Date: November 29, 2018**

**H. Mohith Menon**

**RE: LETTER OF APPOINTMENT**

Dear Mr. H. Mohith Menon ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## **1. Compensation**

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## **2. Reporting Manager**

For all purposes, your reporting manager will be “**Ramandeep Arora - CEO & Founder**”.

## **3. Notice Period**

You will be under 6 months' probation starting from the Date of Appointment.

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Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/Created/ modified by you during your employment with the Company in the interest of the Company.

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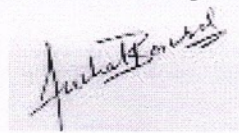
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\_\_\_\_\_  
Anchal Bansal  
Human Resource

Employee's Signature



\_\_\_\_\_  
H. Mohith Menon

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All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **H. Mohith Menon**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

H. Mohith Menon

### Saraswati Digital Pvt. Ltd.

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# edWisor

Date: November 29, 2018

M. Ajay

RE: LETTER OF APPOINTMENT

Dear Mr. M. Ajay ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an “**Business Development Executive**”. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

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This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## 1. Compensation

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

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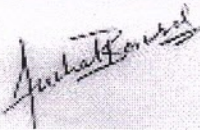
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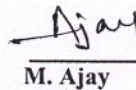
Sincerely,

For, Saraswati Digital Pvt.Ltd.



\_\_\_\_\_  
Anchal Bansal  
Human Resource

Employee's Signature



\_\_\_\_\_  
M. Ajay

**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
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All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **M. Ajay**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

  
M. Ajay

**Saraswati Digital Pvt. Ltd.**  
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CIN - U72900HR2015PTC055942



# edWisor

Date: November 29, 2018

G. Prashanth

RE: LETTER OF APPOINTMENT

Dear Mr. G. Prashanth ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an "**Business Development Executive**". We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

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### Reporting Manager

For all purposes, your reporting manager will be "**Ramandeep Arora - CEO & Founder**".

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**Saraswati Digital Pvt. Ltd.**

Address - Enkay Square, 448A, 5th floor, Udyog Vihar  
Phase-V, Gurugram, Haryana - 122001

CIN - U72900HR2015PTC055942



# edWisor

## 5. Confidentiality

Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business and service.

Information pertaining to the Company's operations shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with your previous employers, in which case you shall keep us indemnified against any breach thereof by you.

You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/Created/ modified by you during your employment with the Company in the interest of the Company.

The terms set out in this letter, together with the non-disclosure agreement and Saraswati Digital Pvt. Ltd. will form your Contract of Employment with the Company.

## 6. Unauthorised Disclosure of Information

If it appears that You have disclosed (or has threatened to disclose) Information in violation of this Agreement, or there is a suspicion as to the same, Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any others) with the intention to harm business of the company, then company shall be entitled to avail all legal and other lawful resources available to it, including but not limited to, injunctive and/or other remedial measures at its sole discretion to restrain You from disclosing, in whole or in part, such information, or from providing any service to any party to whom such information has been disclosed or may be disclosed. Saraswati Digital Pvt Ltd (operating with brand name edwisor.com or any other brands) shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.

## 7. Indemnity

Employee shall indemnify and keep indemnified the Company, its directors, officers, agents, advisors and/or employees against all costs, losses, fines, penalties, damages and/or other legal, financial or other liabilities of any kind whatsoever which may arise due to any deeds, acts or omissions of the Employee which are in breach of this agreement or otherwise unlawful, illegal or otherwise in contravention to applicable rules and laws.

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## 8. Office Hours

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## 9. Termination

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, non-performance, under performance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

You shall inform the company of any change in your personal data within 3 working days.

By signing below, you confirm that you are not bound by any agreement with any previous employer or any party, which restricts in any way your prospective employment by Company (for example, any non-compete or non-competition agreement, non-disclosure or confidentiality agreement, non-solicitation agreement, etc.). You represent that your employment with Company and the performance of your proposed duties for Company will not violate any obligations you have to such previous employer or other party.

In case any information furnished by you, either in your application for employment or during the selection process is found to be incorrect/false, and /or if it is found that you have suppressed any material information in respect of your qualifications and past experience, the Company reserves the right to terminate your services any time without notice or compensation in lieu of notice.

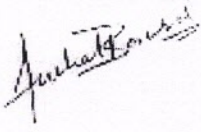
It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

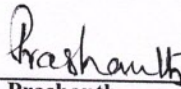
We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Saraswati Digital Pvt.Ltd.

Employee's Signature

  
Anchal Bansal  
Human Resource

  
G. Prashanth

**Saraswati Digital Pvt. Ltd.**

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## Annexure I

SALARY COMPONENTS	AMOUNT P.A. (IN INR)	AMOUNT P.M. (IN INR)
Basic	₹1,20,000	₹10,000
HRA	₹60,000	₹5,000
Conveyance	₹19,200	₹1,600
Medical Allowance	₹15,000	₹1,250
Mobile Reimbursement	₹3,000	₹250
Special Allowance	₹82,800	₹6,900
<b>Gross Fixed Earnings</b>	<b>₹3,00,000</b>	<b>₹25,000</b>
<b>Gross variable Earning</b>	<b>₹1,00,000</b>	<b>Based on monthly NRR</b>
<b>CTC</b>	<b>₹400,000</b>	

- NRR - Net Revenue Realisation.

The company reserves the right to alter / modify / restructure your compensation without adversely affecting the annual gross salary stated above.

1) All entitlements given below are applicable after you have joined Saraswati Digital Pvt. Ltd. The entitlements are subject to any company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements, are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

2) These entitlements shall cease upon the termination of your employment with Saraswati Digital Pvt. Ltd. These entitlements may also cease if you need to take long-termed personal leave of absence. You will need to check with the HR team for details.

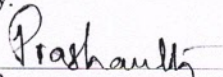
3) The Company, at any time, reserves the right to review and restructure its Compensation Package. The above compensation structure is governed by the provisions of the Indian Income Tax Act and Rules as applicable for each relevant financial year.

All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **G. Prashanth**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

G. Prashanth



### Saraswati Digital Pvt. Ltd.

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# edWisor

**Date: November 29, 2018**

**K. Rajeshwar Rao**

**RE: LETTER OF APPOINTMENT**

Dear Mr. K. Rajeshwar Rao ,

On behalf of **Saraswati Digital Pvt. Ltd.**, it is my pleasure to confirm our offer of employment to you as an **"Business Development Executive"**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

We are pleased to appoint you on the following terms & conditions:

Your effective **Date of Joining** will be **December 03, 2018**.

Your Initial Posting will be at **Gurgaon, India**. However, your services are transferable to any other place or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules being in force at the time.

This offer of employment is contingent upon the successful completion of your background screening as per the norms of the organization.

## **1. Compensation**

Your total compensation would be INR 4,00,000/- (Four Lakh) per annum on a cost-to-company basis including a variable pay of INR 1,00,000/- per annum (payable monthly, based on achievement of revenue).

During probation period of 6 months you will be provided by a stipend of 15,000/- per month.

Early confirmation post 3 months can be given based on your performance for which an official letter will be provided.

Please refer to *Annexure 1* for the breakup.

## **2. Reporting Manager**

For all purposes, your reporting manager will be **"Ramandeep Arora - CEO & Founder"**.

## **3. Notice Period**

You will be under 6 months' probation starting from the Date of Appointment.

Subject to the provisions contained in this offer, your services are terminable by either party giving the other **30 days notice** or monthly gross salary in lieu thereof post the completion of probation period. No notice of resignation will be effective if given during a period of leave of absence from the Company and you will also not be eligible for leave during the notice period.

## **4. Health Clause**

You are required to submit a medical certificate on the day of joining which states that you are healthy (physically and mentally) and you can devote your whole time and attention to the Company's business entrusted to you.

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You agree not to disclose or disseminate proprietary or confidential Company and client information and/ Company Trade Secrets etc. that You would access under your course of employment or otherwise knowledge of which You gain with your own senses or any information about which You have residual knowledge;

You agree not to join the competition for 1 year post termination of your services voluntary or involuntary. You will not solicit clients of the Company for a period of two years after your employment terminates either voluntary or involuntary. You will not solicit employees of the Company for a period of one year after your employment terminates; and that You assign to the Company all sorts of rights, title and interests to any work product, invention made/ Created/ modified by you during your employment with the Company in the interest of the Company.

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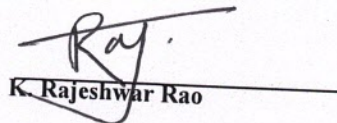
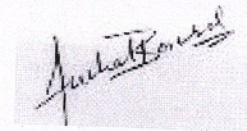
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We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Sincerely,

For, Saraswati Digital Pvt.Ltd.

Employee's Signature



Anchal Bansal  
Human Resource

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All other terms and conditions of your employment shall be governed by company rules and policies.

### OFFER ACCEPTANCE

I, **K. Rajeshwar Rao**, have read and understood this offer and have signed this document as a confirmation of my acceptance it in its entirety.

K. Rajeshwar Rao

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