NTT DATA Global Delivery Services Private Limited

[illegible] South Portion I
Kesavanagar, Bangalore - 560 034 India
T: +91 80 2565 0402 F: +91 80 2565 0912

29 June-2017

BHAGYALAKSHMI N
PLOT NO.11, 1ST E CROSS, RAMAIAH LAYOUT, NEAR MARUTHI THEATER, PEENYA 2ND STAGE,
BANGALORE-560058

Dear BHAGYALAKSHMI N,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you the opportunity to train (as "Trainee") in NTT DATA Global Delivery Services Private Limited (formerly known as "Keane India Limited"), (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) at the office of the Company located at **Bangalore**. Your training shall commence on **28-June-2017**. The Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. You would be paid a cross stipend of **Rs. 12000** per month (payable on a prorated basis depending on the duration of training).

The Company reserves the sole right to offer you employment, subject to:

a) You passing the qualifying exams with maximum of two (2) arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate and producing the relevant documents evidencing proof of completion of the same to the Company. This aggregate includes all subjects of all semesters and language papers, if any.

b) You passing the training with the prescribed minimum score in the final evaluation on completion of the training.

c) Your acceptance to work in accordance with the timings prescribed by the Company. Your work timings will be determined by the nature of your project and you maybe required to work in shifts. Failure to comply with such timings shall entitle the Company to initiate appropriate actions in accordance with the Company policy, at Company's sole discretion.

d) Your willingness to relocate to any of our centers in India. The Company reserves the right to depute / transfer your services to any other location/ centers of the Company/ client location/ group company in consistence with the Company's business/ project requirement and interests. In case you fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

e) You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.

f) The Company receiving full satisfactory reports on your background verification (By signing a copy of this letter you authorize the Company to conduct such verification by, including without limiting, an agency of our choice). The Company may carry out background verification either at the time of your joining or anytime as and when you are being seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.

The following are the terms and conditions:

a) Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company.

b) The period of training may be modified at the sole discretion of the Company.

c) On commencement of training you shall enter into the confidentiality undertaking as a condition of your training hereunder. Upon the completion of your training you will return to the Company all papers and documents or other property which may at that time be in your possession relating to the business affairs of the Company or any of its associates or branches or their clients and will not retain any copies or extracts there from.

d) You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.

Bhagya L N

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

12EC95

4th November 2015
Santhosh Murthy B K
Sapathagiri College of Engineering

Dear *Santhosh Murthy B K,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying on Software Development Fundamentals – Certified by Microsoft

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Nirmala Sekar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: 04-11-2015.
(Santhosh Murthy B K)

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2656.9482 Fax: +91.80.2653.0912

12EC030

4th November 2015
Charan S
Sapthagiri College of Engineering

Dear *Charan S*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

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This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Nirmala Sarkar
B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: 04/11/15
(Charan S)

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Prateek G Kulkarni
1SG12IS034
2015-16, ISE

NTT DATA Global Delivery Services Private Limited

4th November 2015
Prateek G Kulkarni
Sapathagiri College of Engineering

Dear *Prateek G Kulkarni*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer - Associate and JCP Java SE Programmer - Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Ummiata Sarkar
B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____
(Prateek G Kulkarni)

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18-A 19/1, South End Road,
Basavanagudi, Bangalore 560 004 India
Tel: +91 80 2665 9400 Fax: +91 80 2653 0912

Monika T
ISG 12I S029
2012-16, ISE

4th November 2015
Monika T
Sapthagiri College of Engineering

Dear *Monika T*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Hemamala Sheka
B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: MonikaT (Monika T) Date: 04/11/2015

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91 80 2665 9482 Fax: +91 80 2653 0912

NTT DATA
Global IT Innovator

2015-16

4th November 2015
Bhavya R
Sapathagiri College of Engineering

Dear *Bhavya R*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Nirmalan Sarkar
B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: Bhavya. R
(Bhavya R)

Date: 04-11-2015

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Suvarna Padmanabha Sushmitha
Sapathagiri College of Engineering

Dear *Suvarna Padmanabha Sushmitha*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying OCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Mrinmala Sarkar
B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: Sushmitha
(Suvarna Padmanabha Sushmitha)

Date: 4/11/2015

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited

[illegible]

4th November 2015
Archana O V
Sapathagiri College of Engineering

Dear *Archana O V* ,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60 % aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer - Associate and JCP Java SE Programmer – **Professional**.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade S** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Ankur Singh
Sapathagiri College of Engineering

Dear *Ankur Singh*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying ICA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

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This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uttimala Sarkar
B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 S 8/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel. +91.80.2655.9482 Fax +91 80.2653.0312

4th November 2015
Karthik M
Sapathagiri College of Engineering

Dear *Karthik M,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

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b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Nirmala Jaikay

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18-1, South End Road
Basavaragudi, Bangalore 560 004 India
Tel: +91 80 2665 9482 Fax: +91 80 2653 0912

4th November 2015
Manohar G
Sapathagiri College of Engineering

Dear *Manohar G,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Bhrimala Sarkar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 19/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Neethu C
Sapathagiri College of Engineering

Dear *Neethu C.*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

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A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uttiminala Sankar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore - 560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
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Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Nitish Kumar
Sapathagiri College of Engineering

Dear *Nitish Kumar*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

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b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

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This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Mrinmala Sarkar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

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Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.3653.0912

4th November 2015
Sushmitha B M
Sapathagiri College of Engineering

Dear *Sushmitha B M,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

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b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

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This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uma Sankar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

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18 & 18/1, South End Road
Basavaragudi, Bangalore 560 004 India
Tel: +91 80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Asha M
Sapthagiri College of Engineering

Dear *Asha M,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

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b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

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A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Mrinmala Sarkar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Madhuri B
Sapathagiri College of Engineering

Dear *Madhuri B,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uttiminala Sarkar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Bhavana H T
Sapathagiri College of Engineering

Dear *Bhavana H T,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

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This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uttiminda Sarkar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2665.0912

4th November 2015
Dhanyashree K V
Sapathagiri College of Engineering

Dear *Dhanyashree K V*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 55% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 53 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uttiminda Sarkar
B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter

Signature: _____ Date _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

12EC042

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 19/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0012

4th November 2015
Harsh Kumar
Sapthagiri College of Engineering

Dear *Harsh Kumar*,

We are pleased to offer you as appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying on Software Development Fundamentals – Certified by Microsoft

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade S** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

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This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Srinivasulu Babu
B B SRINIVASULU
VICE PRESIDENT - TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: Harsh
(Harsh Kumar)

Date: 04/11/2015

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Karthik Hegde
Sapathagiri College of Engineering

Dear *Karthik Hegde,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uminath Sarkar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665 5482 Fax: +91 80.2653 3912

NTT DATA
Global IT Innovator

4th November 2015
Kiran Kumar S L
Sapthagiri College of Engineering

Dear *Kiran Kumar S L,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Nirmala Sarkar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Sushmitha H N
Sapathagiri College of Engineering

Dear *Sushmitha H N,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uma Maheswara Sankar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

15-LC

CHLORBIOS
Creating Green Biotechnology

Survey No. 73/2,
Jarakabande Kaval, Yelahanka Hobli,
Via Attur Post, Bangalore - 560 106.
+91 63667 68899 | chlorbios@gmail.com

DATE : 02/03/2016

OFFER LETTER

Dear ARPITA GHOSH,

Congratulations and welcome aboard CHLORBIOS, we are delighted to have you in our exciting team!

We are offering you the position of **"ELECTRICAL MAINTENANCE ENGINEER"**, *with effect from* **July 29th 2016, with the consolidated salary of Rs 15,000/-(Fifteen thousand only) per month.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to MR.ROHIT RAJ, Managing Director, on or before **July 29th 2016**, prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of CHLORBIOS to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at CHLORBIOS.

If you have any questions of comments, please call me immediately.

Very truly yours,

02/03/2016

MR.ROHIT RAJ,
Managing Director

CHLORBIOS
73/1, Jaraka Bande Kaval,
Via Attur Post, Yelahanka Hobli,
Bangalore - 560 064.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

15-16

CHLORBIOS

Creating Green Biotechnology

Survey No. 73/2,
Jarakabande Kaval, Yelahanka Hobli,
Via Attur Post, Bangalore - 560 106.
+91 96329 63233 | chlorbios@gmail.com

DATE : 02/03/2016

OFFER LETTER

Dear NAVJYOTH PRINCE,

Congratulations and welcome aboard CHLORBIOS, we are delighted to have you in our exciting team!

We are offering you the position of **"ELECTRICAL MAINTENANCE ENGINEER"**, *with effect from* **July 29th 2016, with the consolidated sclary of Rs 15,000/-(Fifteen thousand only) per month.** The terms of our offer and the benefits currently provided by the Company cre as follows:

Please report to MR.ROHIT RAJ, Managing Director, on or before **July 29th 2016**, prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of CHLORBIOS to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at CHLORBIOS.

If you have any questions of comments, please call me immediately.

Very truly yours,

02/03/2016

MR.ROHIT RAJ,
Managing Director

CHLORBIOS
73/1, Jaraka Bande Kaval,
Via Attur Post, Yelahanka Hobli
Bangalore - 560 064.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Vanajakshi M
Sapathagiri College of Engineering

Dear *Vanajakshi M,*

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company.

During the training you will be given a stipend of **Rs. 12,000/-** per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 50% aggregate.
b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying JCA Java SE Programmer – Associate and JCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 3,00,000/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws.

The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Nirmala Sarkar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

NTT DATA
Global IT Innovator

NTT DATA Global Delivery Services Private Limited
18 & 18/1, South End Road
Basavanagudi, Bangalore 560 004 India
Tel: +91.80.2665.9482 Fax: +91.80.2653.0912

4th November 2015
Vinod Kumar
Sapthagiri College of Engineering

Dear *Vinod Kumar*,

We are pleased to offer you an appointment in NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the **Company**", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns") and subsequent employment with the Company subject to your completing the training as given below.

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b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
c) Certifying OCA Java SE Programmer – Associate and OCP Java SE Programmer – Professional.

On successful completion of your training, you will be appointed as a **Sr. Associate Consultant** in **Grade 5** and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

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The retirement age is 58 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A.

This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

Yours sincerely,
FOR NTT DATA GLOBAL DELIVERY SERVICES PRIVATE LIMITED

for Uma Mahesh Jaikar

B B SRINIVASULU
VICE PRESIDENT – TALENT ACQUISITION

I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: _____ Date: _____

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Neha Rai
1SG12IS031
2015-16, ISE

Winner of First National Award Small Scale Entrepreneurs 1995-96

Accord Software & Systems Pvt. Ltd.

ACCORD

Employee No: - 13201

Ms. Neha Rai
Accord Software & Systems Pvt. Ltd.
Bengaluru-560071.

Dear **Ms. Neha Rai,**

Sub: Confirmation of Employment at Accord.

Further to your appointment dated **August 1, 2016**, we are pleased to confirm your services as a **"Software Engineer"** in our organization with effect from **February 1, 2017.**

You are eligible for leave & other benefits as per the company rules effective from the above date.

All other terms & conditions of your appointment letter remain the same.

We appreciate your contribution to the Company and wish you continued to do so.

Wishing you good luck.

Your Sincerely,
For Accord Software & Systems Pvt. Ltd.

R.K.S.

Raghavendra K S
Sr. Manager - HR

March 9, 2017

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Scanned by CamScanner

Winner of First National Award
Small Scale Entrepreneurs
1995-96

Accord Software & Systems Pvt. Ltd.

ACCORD

Ref : ACCORD/HRD/Aug 2016
Employee No. 13205

12 EC075

Date: 08-Aug-2016

Mr. Pruthvik G S
S/o. Sripathy G V
No.140/23, 6th Main,
3rd Cross, Mathikere,
Bengaluru – 560054.

Dear Mr. Pruthvik G S,

Sub: Appointment Letter

With reference to your application and subsequent interviews, we are pleased to offer you the position of **"Engineer Trainee - Systems"** in our Company. Your employment in our Company will be governed by the terms and conditions stipulated below and the Company Employee Hand-book which will be made available to you. Any and all of the terms and conditions of the employment may be modified, changed or amended at the discretion of the Company.

1. Term of employment:-

Your appointment will be effective from **01 day of August, 2016.** If you do not confirm your acceptance of the offer or if you do not report at our office on the specified joining date, this offer will be withdrawn or may stand cancelled.

On the joining date, you are required to bring the original of this letter duly signed and dated by you. Further, you are required to bring the following documents:

- Proof of your permanent residential address & present residential address
- Mark sheets & certificates of all your educational qualification
- Two color passport size photographs
- Copy of the passport, Driving license, PAN Card
- Original Bank Guarantee issued by the bank in favour of Accord for Rs 1,00,000/-.

Employment terms shall be for a period of 3 years. On completion of 3 year term, the parties, at their discretion may mutually extend the term of employment to further period. Any such extension of the term of employment will be in writing.

2. Designation and nature of employment:-

Your official designation shall be **"Engineer Trainee - Systems".** Your designation and nature of work are subject to change at the sole discretion of the Company. During your employment with the Company you will be primarily working in assigned projects.

The Company at their sole discretion shall require you to work in other technological areas and services depending on the customer requirements of the Company. The Company at its sole discretion may assign you further responsibilities and duties.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

3. Place of work:-

Your normal place of work will be at Bangalore. Company reserves the right to change this to any place. You may be required to work at any of the Company's premises or at the premises of its customers, clients, suppliers or associates anywhere in the world from time to time.

You will be reimbursed for any expenses properly incurred in connection with such duties in accordance with the Company's Expenses Policy as amended from time to time. If you are working at the clients, customers or associates premises, your employment will be additionally regulated by the policies of that location/ company / client/ customer.

4. Training and probation:-

You will be on probation for a period of six months from the date of joining which can be extended from time to time unless confirmed in writing.

During the period of probation, your performance will be evaluated discretely and if found unsatisfactory, can be immediately terminated without assigning any reason. Company shall be providing you training during the probation and employment to equip you in all respect to service the customers effectively. You understand that Company shall be spending more than **a Lakh of Rupees** and incurring other costs, expenses, man hours for your training

As a consideration for the cost incurred by the Company in providing training to you, you undertake to remain in employment with the Company for a period of 3 years from the date of your joining of the Company. Further, in the event of you leaving the employment with the Company, before the completion of 3 years, the Company can act upon the bank guarantee provided by you in favour of the Company.

Nothing contained in this clause shall prevent the Company from terminating your employment at any time during the term of your employment including the initial 3 years.

5. Remuneration:-

Your salary on a 'Cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure-I. You will also be eligible for Provident Fund, ESI, Leave and other benefits as per statutory provisions and Company rules as the case may be.

In addition to the above, you are entitled to Gratuity, Medical & Accident Insurance benefits. You will not be entitled to any other benefits in cash or kind. On being confirmed, you will be given such benefits or allowances as the Management may decide at its sole discretion from time to time.

Your remuneration would be subject to deduction of taxes and other statutory deductions/contributions as appropriate and consistent with the Indian laws.

Your individual remuneration is purely a matter between yourself and the Company and has been arrived on the basis of your 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.

The Company has the right to deduct from your wages, any sums which you may owe to the Company, including, without limitation, any over-payments or loans made to you by the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

FIRST RESOURCE
real estate solutions

Job Offer Letter

Date: 16-02-2016

Dear Rani Kashap,

We are pleased to offer you the position of Design Engineer at FIRST RESOURCE Company.

Your job will commence on 15-08-2016 and your starting salary will be 2.25 Lakhs per annum.

Please report to Mr. Veerendra Kumar, Managing Director on 10-08-2016 prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of FIRST RESOURCE Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at FIRST RESOURCE Company.

If you have any questions of comments, please call me immediately.

Very truly yours,

16/2/16.

Mr. Veerendra Kumar

Managing Director

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

FIRST RESOURCE
real estate solutions

Job Offer Letter

Date: 16-02-2016

Dear Namratha Nagesh,

We are pleased to offer you the position of Design Engineer at FIRST RESOURCE Company.

Your job will commence on 15-08-2016 and your starting salary will be 2 25 Lakhs per annum.

Please report to Mr. Veerendra Kumar, Managing Director on 10-08-2016 prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of FIRST RESOURCE Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Conficentiality Agreement prior to your actual start date.

We look forward to your arrival at FIRST RESOURCE Company.

If you have any questions of comments, please call me immediately.

Very truly yours,

16/2/16

Mr. Veerendra Kumar

Managing Director

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

FIRST RESOURCE
real estate solutions

Job Offer Letter

Date: 16-02-2016

Dear Apoorva Ramesh,

We are pleased to offer you the position of H R Trainee at FIRST RESOURCE Company.

Your job will commence on 15-08-2016and your starting salary will be 2 Lakhs per annum.

Please report to Mr. Veerendra Kumar, Managing Director on 10-08-2016 prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of FIRST RESOURCE Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at FIRST RESOURCE Company.

If you have any questions of comments, please call me immediately.

Very truly yours,

16/2/16.

Mr. Veerendra Kumar

Managing Director

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
C Rakshith
SCE, Bangalore -560057

Dear C Rakshith,

We are pleased to offer you the position of Desktop Engineer at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.7 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours,

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

PRIME
www.primetutor.in

+91 98310 88815
info@primetutor.in

DATE: 02/03/2016

OFFER LETTER

Dear APOORVA S,

Congratulations and welcome aboard PRIME, we are delighted to have you in our exciting team!

We are offering you the position of ***"Management Trainee"***, *with effect from* **July 28th 2016, with the Annual CTC of Rs. 2.4 LAKHS/-.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to Sri.LOKNATH SONI, Director, on or before *from* **July 28th 2016,** prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of PRIME to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

If you have any questions of comments, please call me immediately.

Very truly yours,

Sri.LOKNATH SONI,
Director

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Hemalatha S
SCE, Bangalore -560057

Dear Hemalatha S,

We are pleased to offer you the position of Production Engineer at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.5 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours,

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

SR TECHNOLOGIES Bangalore-91

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

TI2 TECHNOLOGIES
THINK. INNOVATE. IMPLEMENT

DATE: 14/03/2016

OFFER LETTER

Dear Pavan H R,

Subsequent to your successful interview with TI2 Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum** .

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **05-08-16,** failing which this employment offer will stand rescinded As an employment prerequisite, you are required to sign the NDA (Non- Disclosure Agreement).

Very truly yours,

Mrs.Sushma B,
CEO

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

TI2 TECHNOLOGIES BANGALORE-73

2, Sathya Shanthi Nilaya, 10th Cross, Bagalagunte, Bangalore - 560073.
www.ti2technologies.com ti2technologies2@gmail.com
9901758006

2015-16
BT

IBM India Private Limited
Manyata Embassy Business Park,
Ground Floor, G2 Block,
Nagawara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-43039999
Fax : 91-80-49142409
www.ibm.com/in

Date : November 03, 2015

Name : CHARU TRIPATHI

Contact Number : 7204482615

Your IBM Reference No : 2015293000167

Dear CHARU TRIPATHI,
Congratulations!

Based on your application and interviews, we are interested in taking forward your candidature with IBM India Pvt. Ltd. For nearly 100 years, IBM has made an extraordinary impact on the world. This is your opportunity to work with a dynamic organization and make a difference in the way the world works.

We are very pleased to provide this Expression of Interest, which reiterates our intention to hire you, subject to successful completion of our normal pre-recruitment processes (including a background check & pre screening, if applicable). After you provide other information, supporting documents and successfully meet our requirements, we propose to issue a Formal Offer Letter to you.

Please note this Expression of Interest is neither an offer nor a legally binding contract of employment.

This Expression of Interest shall remain valid until the earlier of date of the Letter of Offer or as hereinafter.

If any information supplied by you in your application or during the selection process is found to be unsatisfactory, incorrect or false and/or if you suppress material information regarding your qualifications and experience, IBM reserves the right to revoke this Expression of Interest without notice. IBM's decision in this respect shall be final.

The terms of Expression of Interest are strictly between you and IBM. Please treat this information as personal and confidential.

We look forward to the opportunity to work with you and hope to convert this Expression of Interest into a formal employment relationship between you and IBM upon the successful completion of all pre-recruitment procedures.

Should you have any questions regarding your candidature, feel free to call us on 080-49142079 Monday - Friday, 10:00AM -5:00PM, or email us at ibmcrecrc@in.ibm.com.

Sincerely,

Rahul K Vohra
Authorized Signatory

IBM India Private Limited

Kindly sign and return a copy of this as a token of your acceptance of this Expression of Interest

Name	:
Place of Residence	:
Residence Contact No	:
Date	:
Signature	:

Visit us at: http://ibmcareersindia.com

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

CHLORBIOS
Creating Green Biotechnology

Survey No. 73/2,
Jarakabande Kaval, Yelahanka Hobli,
Via Attur Post, Bangalore - 560 106.
+91 96329 63233 | chlorbios@gmail.com

DATE : 02/03/2016

OFFER LETTER

Dear DEESHA PADBANABAN,

Congratulations and welcome aboard CHLORBIOS, we are delighted to have you in our exciting team!

We are offering you the position of **"Executive Trainee"**, *with effect from* **July 29th 2016, with the consolidated salary of Rs 16,500/-(Sixteen thousand and five hundred only) per month.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to MR.ROHIT RAJ, Managing Director, on or before **July 29th 2016**, prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of CHLORBIOS to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at CHLORBIOS.

If you have any questions of comments, please call me immediately.

Very truly yours,

02/02/2016

MR.ROHIT RAJ,
Managing Director

CHLORBIOS
73/1, Jaraka Bande Kaval,
Via Attur Post, Yelahanka Hobli.
Bangalore - 560 064.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

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Survey No. 73/2,
Jarakabande Kaval, Yelahanka Hobli,
Via Attur Post, Bangalore - 560 106.
+91 96329 63233 | chlorbios@gmail.com

DATE : 02/03/2016

OFFER LETTER

Dear MEGANA RAO,

Congratulations and welcome aboard CHLORBIOS, we are delighted to have you in our exciting team!

We are offering you the position of **"Executive Trainee"**, *with effect from* **July 29th 2016, with the consolidated salary of Rs 16,500/-(Sixteen thousand and five hundred only) per month.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to MR.ROHIT RAJ, Managing Director, on or before **July 29th 2016,** prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of CHLORBIOS to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at CHLORBIOS.

If you have any questions of comments, please call me immediately.

Very truly yours,

02/03/2016

MR.ROHIT RAJ,
Managing Director

CHLORBIOS
73/1, Jaraka Bande Kaval,
Via Attur Post, Yelahanka Hobli.
Bangalore - 560 064.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Rajeev Radhan 2015-16 BT

Date – August 16, 2016

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block,
Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear RAJEEV B,

We are delighted to invite you to join IBM as a Technical Support Associate, in band [3]. Working with open-minded professionals like you, who are relentless and passionate in designing and building solutions for the world's most difficult challenges – and in helping our clients do the same. IBMers aim high. We are always learning, sharing expertise, and working together to drive innovation. We are certain you will thrive in our company of experts and make a difference.

As an IBMer, you can change the way the world works. It's what IBMers have been doing for more than 100 years. A new world is taking shape before our eyes, and what we do here is a big part of it. Most of the world's top banks, car companies and healthcare businesses are IBM clients. Seventy percent of the world's data is managed with our technology. Eighty percent of Fortune 500 companies use our cloud. There is simply no other company on earth where you can make more of a meaningful difference in this new era of cognitive computing, than at IBM.

Attached are the specifics of your offer. Please don't hesitate to reach out to us if we can be of any assistance. We look forward to hearing from you soon and welcoming you to the team.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Date - August 16, 2016

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block,
Nagwara Outer Ring Road,
Bangalore - 560045, India.
Tel : 91-80-49139999
http://www-07.ibm.com/in/careers/

Dear RAJEEV B,

We are pleased to offer you the position of Technical Support Associate, in band [3]. Attached are the specific terms and conditions of our offer, please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 18, 2016. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- Report to On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3,Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045. You will meet with Shyam Sonone & Kulbhushan Raghav to complete your paperwork.
  If you have questions about your First Day Start Paperwork, send a mail to docsjoin@in.ibm.com

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals and 2 sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer - Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation
- Passport and Pan card- If you do not have a Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving Licence
  - Aadhar Card
  - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.

Principal
Sapthagiri College of Engineering
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- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in BANGALORE, However, your services are transferable and you may be assigned to any office of IBM, a subsidiary, or associate company. In such case, you will be governed by the policies of that location. (Note: It is clarified that IBM may also require you to work from any such offices within the same city (or, in the case of employees working in the National Capital Region, may require you to work from any such offices at Noida, Delhi or Gurgaon)).
- Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- You will, by default, be enrolled in IBM's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

- Information pertaining to IBM operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com. To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/– annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.

IBM CONFIDENTIAL

DATE	August 6, 2016	MANAGER	Booravalli, Prashanth R (prashar thramakrishna@in.ibm.com)
NAME	RAJEEV B	BAND	3
DESIGNATION	Technical Support Associate	LOCATION	BANGALORE

Compensation Components	IBM Offer (in INR)
1. Basic Salary	103463
2. Flexible Benefit Plan (FBP)	124156
Reference Salary	
3. Retirals	
a) Provident Fund (PF)	12416
b) Gratuity @ 4.8%	4966
Annual Remuneration	245000
4. Performance Linked Variable Pay	0 to 43800
5. Annual Potential Compensation	Annual Remuneration + Performance Linked Variable Pay

*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

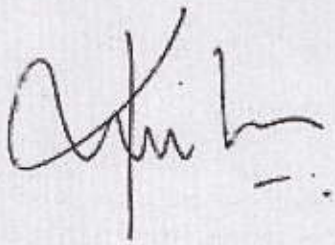
OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS/ CONDITIONS

The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Sincerely,



Rohit K Vohra
Recruitment Leader
India/SA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE

IBM CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	This is valued at 120% of your Basic Salary. The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) Medical	INR 15,000/- per annum. To be used for medical expenses.
(c) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(d) Conveyance Allowance	Maximum INR 1600/- per month. To be used for vehicle expenses.
(e) "Flex" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Ten Lakh rupees (INR 1,000,000).
(c) ESIC	Until your monthly wages are up to INR 15,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Remuneration	Basic Salary + FBP + Retirals
4. Performance Linked Variable Pay	Amount of Target earnings mentioned under Performance Linked Variable Pay Program is determined based on your specific role and process/client aligned and subject to change based on any changes to your roles & responsibilities. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

**For detailed information please refer to Company policies, which are subject to change from time to time.*

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

You and your nuclear family (Definition of nuclear family: Spouse + max. of 4 children) are covered up to INR 3 Lakh per year on a family floater basis, by default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your named nuclear family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so and there will be a deduction from the salary as premium for this hospitalization coverage. For the current calendar year, the premium charged to you will be INR 1,490/- per annum. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

If you wish to opt out of participation in this policy, you may do so; please refer to the IBM Intranet for details.

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Medical Insurance cover for you will be effective by default from the date of your joining IBM India. However you MUST enroll your dependants through online submission of details within 45 days from the date of joining for insurance coverage to be extended to your dependants.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependant (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)*

**Subject to enrolling the new dependant within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 95:5%. Claims pertaining to dependants (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, IBM will extend an additional amount of INR 7 Lakh for required treatment.

The critical illness buffer requires management approval and is subject to the availability of funds in the Corporate Buffer of IBM India.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- is also provided to employees who participate in the Group Mediclaim Insurance Policy.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees*

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CHLORBIOS
Creating Green Biotechnology

Survey No. 73/2,
Jarakabande Kaval, Yelahanka Hobli,
Via Attur Post, Bangalore - 560 106.
+91 96329 63233 | chlorbios@gmail.com

DATE : 02/03/2016

OFFER LETTER

Dear RESHMA,

Congratulations and welcome aboard CHLORBIOS, we are delighted to have you in our exciting team!

We are offering you the position of **"Executive Trainee"**, *with effect from* **July 29th 2016, with the consolidated salary of Rs 16,500/-(Sixteen thousand and five hundred only) per month.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to MR.ROHIT RAJ, Managing Director, on or before **July 29th 2016,** prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of CHLORBIOS to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at CHLORBIOS.

If you have any questions of comments, please call me immediately.

Very truly yours.

02/03/2016

MR.ROHIT RAJ,
Managing Director

CHLORBIOS
73/1, Jaraka Bande Kaval,
Via Attur Post, Yelahanka Hobli,
Bangalore - 560 064.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

CHLORBIOS
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Jarakabande Kaval, Yelahanka Hobli,
Via Attur Post, Bangalore - 560 106.
+91 96329 63233 | chlorbios@gmail.com

DATE : 02/03/2016

OFFER LETTER

Dear SHRUTHI G S,

Congratulations and welcome aboard CHLORBIOS, we are delighted to have you in our exciting team!

We are offering you the position of **"Executive Trainee"**, *with effect from* **July 29th 2016, with the consolidated salary of Rs 16,500/-(Sixteen thousand and five hundred only) per month.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to MR.ROHIT RAJ, Managing Director, on or before **July 29th 2016**, prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of CHLORBIOS to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at CHLORBIOS.

If you have any questions of comments, please call me immediately.

Very truly yours,

02/03/2016

MR.ROHIT RAJ,
Managing Director

CHLORBIOS
73/1, Jaraka Bande Kaval,
Via Attur Post, Yelahanka Hobli.
Bangalore - 560 064.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Shruthi R
SCE, Bangalore -560057

Dear Shruthi R,

We are pleased to offer you the position of Marketing Trainee at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.75 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours,

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Neha U Tatti
SCE, Bangalore -560057

Dear Neha U Tatti,

We are pleased to offer you the position of Production Engineer at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.5 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours,

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

SR TECHNOLOGIES Bangalore-91 Ravindra.N

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

Aricent

Personal and Confidential

Date: MAR 11, 2016

Arpith D Bhat
House No. 19, Apoora, 1st Floor, Panduranga, Layout
Bhuvaneshwari Nagar, Bengaluru - 560057
Email Id: arpith.bhat234@gmail.com

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear Arpith,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No 5
Ground & 12th Floor, Building No 4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector 48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

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Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline, misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

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Ground & 12th Floor, Building No.4
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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

18/03/2016

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Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP) you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the FF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice

Principal
Sapthagiri College of Engineering
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Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

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F: +91 124 409 5801
E: info@aricent.com
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Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Arun R
House No. 98, Manjunatha Layout, Basavanahalli
Nelamangala, Bangalore - 562123
Email Id: arungowda249@gmail.com

Dear Arun,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

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Ground & 12th Floor, Building No.4
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C.N #U65993DL2006PLC149728

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Page 4 of letter of offer to Arun R dated MAR 11, 2016

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
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7. 2 Passport Size Photographs
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We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
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Arun. R
18/03/2016

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Page 5 of letter of offer to Arun R dated MAR 11, 2016

Explanation of Various Benefits

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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent Word upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m. Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001 India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd
Registered Office: 5 Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Deepa
C/o, Vasanth Rao, #11,10th Cross, SP Extension, 11th Cross, H N Layout
Malleshwaram, Bangalore - 560003
Email Id: deepaadavirao@gmail.com

Dear **Deepa**,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be **INR 350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s)

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-6} with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260**). Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

18th March, 2016.

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Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

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Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

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Bengaluru - 560 057

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Date: MAR 11, 2016

Divya Lakshmi B N
House No. 124, Eri Colony, Agrahara
Dasarahalli, Bengaluru - 560079
Email Id: divyabalapalli@gmail.com

Dear **Divya**,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
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Accident and Medical Insurance (5)		4500
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(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
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(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings' payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095838 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Divya Lakshmi B.N
18/3/2016

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBF) based on your personal needs. Alternatively, you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBF could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

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Personal and Confidential

Date: MAR 11, 2016

Nikesh Kumar
Rajkumar saw vill+P.O-Rasoiyadhamna, P.S-Barhi
Dis- Hazaribagh, Jharkhand - 825405
Email Id: nikeshkumarvedik@gmail.com

Dear **Nikesh,**

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited.** The value of your annualized Total Compensation (TC)(1) will be INR **350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Page 2 of letter of offer to Nikesh Kumar dated MAR 11, 2016

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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Page 3 of letter of offer to Nikesh Kumar dated MAR 11, 2016

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

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Page 4 of letter of offer to Nikesh Kumar dated MAR 11, 2016

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/ 12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

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Explanation of Various Benefits

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Page 6 of letter of offer to Nikesh Kumar dated MAR 11, 2016

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Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

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Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

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Bengaluru - 560 057

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Date: MAR 11, 2016

Niranjan P M
House No. 1,Latha Nilayam, 1st G Cross, 10th Main Road, 3rd Stage, 4th Block
Basaveshwara Nagar, Bengaluru - 560079
Email Id: niranjanpm121994@gmail.com

Dear Niranjan,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
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(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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2

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

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Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

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Page 4 of letter of offer to Niranjan P M dated MAR 11, 2016

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-6} with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No -0124-4095888 Extension No. 8260).** Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

(Niranjan P.M)

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd,
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jan Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #L65993DL2006PLC149728

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Personal and Confidential
Page 5 of letter of offer to Niranjan P M dated MAR 11, 2016

Explanation of Various Benefits
This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education, hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:
Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

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6

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent Work upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.3
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122001, India

T +91 124 409 5888
F +91 124 409 5801
E info@aricent.com
W

Aricent Technologies (Holdings) Ltd
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

1

EC

Principal
Sapthagiri College of Engineerin
14/5, Chikkasandra, Hesaraghatta Main Roa
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Ramya R Pai
House No. 201, Vinayaka Paradise
Santhekatte, Udupi - 576105
Email Id: ramyarpai@gmail.com

Dear Ramya,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122001, India

T +91 124 409 5888
F +91 124 409 5801
E info@aricent.com
W

Aricent Technologies (Holdings) Ltd
Registered Office: 5, Jan Mandir Marg (Annexe)
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CIN #U65993DL2005PLC149728

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Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

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As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd
Registered Office: 5, Jan Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149729

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Page 4 of letter of offer to Ramya R Pai dated MAR 11, 2016

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

18/03/16

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
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Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

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- Telephone reimbursement
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Insurance:

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New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
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E: info@aricent.com
W:

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Aricent

Principal
Sapthagiri College of Engineering
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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

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Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

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SEZ Unit (Unit I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jan Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149729

Principal
Sapthagiri College of Engineer
14/5, Chikkasandra, Hesaraghatta Main R
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Swaroop Tumparthy Venkatesm
#30, Sri-Lakshmi Nilaya, Babanna Layout, Mallasandhra, T-Dasarahalli,
Hesarghatta main road, Bangalore - 560057
Email Id: swaroop144@gmail.com

Dear Swaroop,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be **INR 350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Ground & 12th Floor, Building No.4
ITV/TES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jan Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC147278

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Page 2 of letter of offer to Swaroop Tumparthy Venkatesm dated MAR 11, 2016

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 30 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Jantech Realty Projects Ltd.
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Benga uru - 560 057

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Page 3 of letter of offer to Swaroop Tumparthy Venkatesm dated MAR 11, 2016

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jan Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC[illegible]

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Page 4 of letter of offer to Swaroop Tumparthy Venkatesm dated MAR 11, 2016

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

18/3/16

Principal
Sapthagiri College of Engineering
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IT/ITES SEZ, M/s Unitech Realty Projects Ltd
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Explanation of Various Benefits
This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP) you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:
Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable s based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

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Date: MAR 11, 2016

Vivek Anand
S/o, Hulas Prasad Gupta R.N. Dutta Road, Ward no-20
For Besganj, Dist-Araria, Bihar - 854318
Email Id: vivekanand754@gmail.com

Dear Vivek,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR **350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Date: MAR 11, 2016

Yuvashree M
House No. 859,Cpp Ramasamy reddy building, Near ITI Layout, Vijinapura
Dooravaninagar post, Bangalore - 560016
Email Id: yuvashree.murali@gmail.com

Dear Yuvashree,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR 350008/-

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Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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Sapthagiri College of Engineering
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Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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Date: MAR 11, 2016

Aishwarya P
D/O PrakashV, Veerabadraswamy Nilaya, 3rd Cross, Near GK Engineering Works
Bagalagunte, Bangalore - 560073
Email Id: aishwaryaganeshaa@gmail.com

Dear Aishwarya,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be **INR 350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road,
Bengaluru - 560 057.

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Ground & 12th Floor, Building No.4
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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260**). Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Aishwarya.P
18/03/2016

SEZ Unit (Unit-I)
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Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

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Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Ravichandran M
S/O Moniraju, #22, K.G.Shastripalya, Madhure Hobli
Doddaballapura Taluk, Bengaluru Rural - 561203
Email Id: ravichandranm94@gmail.com

Dear Ravichandran,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- ☐ The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- ☐ Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

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Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-5} with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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18/03/16

SEZ Unit (Unit-I)
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Connaught Place, New Delhi 110001, India
CIN #U65993DL2005PLC149728

Aricent

Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail or joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

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Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001 India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
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Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Ankit Shaw
C/o, Badri Narayan shaw, 17/1/1, Raja Lane, Amherst Street
Kolkata, Wes Benga - 700009
Email Id: ankitshaw4u@gmail.com

Dear Ankit,

We are pleased to offer you a full time position at Grade E2 in which your designation would be Software Engineer / Test Engineer, as per the requirement of the business at the time of your joining with Aricent Technologies (Holdings) Limited. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No 5
Ground & 12th Floor, Building No 4
ITA/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-45, Gurgaon 122001, India

T +91 124 409 5858
F +91 124 409 5801
E info@aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2003FLC143725

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Units):
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T +91 124 409 5998
F +91 124 409 5801
E info@aricent.com
W

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jan Mandir Marg (Annexe),
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC159729

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation, would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
ITITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5000
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001 India
CIN #U63090DL2006PLC149725

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ankit Shaw 21/03/16

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
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Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector 48, Gurgaon 122001, India

T +91 124 409 5888
F +91 124 409 5801
E info@aricent.com
W

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jan Mandir Marg (Annexe),
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149726

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provicent Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8.30 a.m. to 5:30 p.m., Monday to Friday with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India
T. +91 124 409 5888
F. +91 124 409 5801
E. info@aricent.com
W.
Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jan Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149723

Personal and Confidential

Date: MAR 11, 2016

Deeksha D
#17, 1st Cross, Hoysalanagar
Sunkadakatte, Bangalore - 560091
Email Id: deeksha20194@gmail.com

Dear Deeksha,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR **350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghetta Main Road
Bengaluru - 560 057

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Principal
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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260).** Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Aricent

Personal and Confidential

Date: MAR 11, 2016

Karanam Lekha
7 , Singh complex, chikkabettahalli
Vidyaranyapura Bangalore - 560097
Email Id: lekha prakash1@gmail.com

Dear Karanam,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR **350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

Principal
Sapthagiri College of Engineering
18/2, Chikkasandra, Hesaraghatta Main Road
Bangalore - 560 057

SEZ unit (Unit-I)
Ground to 13th Floor, Building No. 9
Ground & 12th Floor, Building No. 8
IT/ITES SEZ M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122 018, India

Aricent Technologies (Holdings) Ltd
Registered Office: 5 Jain Mandir Marg (Ansari Connaught Place, New Delhi-110001, India

Aricent

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
TANTEI SEZ, Maheshwari Realty Projects Ltd.
Village - Kasna, Sector 4a, Gautam Buddha Nagar 201001, India

T +91 124 409 5888
F +91 124 409 5801
E info@aricent.com
W

Aricent Technologies (Holdings) Limited
Registered Office: 5, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai 600 096, India
CIN: U74140TN2005PLC058228

Aricent

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road,
Bengaluru - 560 057

SEZ Unit (Unit I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT-ITES SEZ, M/s Gurgaon Realty Projects Ltd.)
Village Tikri, Sector 48, Gurgaon 122001, India
T +91 124 409 5888
F +91 124 409 5801
E info@Aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jhai Mandir Marg, Anand Lok
Connaught Place, New Delhi 110001, India
CIN #U65993DL2004PLC127522

Aricent

Personal and Confidential
Page 4 of letter of offer to Karanam Lekha dated MAR 11, 2016

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-6} with you, on the day of your joining, for personnel records:

1. 10th,12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No 5
Ground & 12th Floor, Building No 4
ITPB SEZ Max Limited Realty Projects LLP
Village Tikri, Sector 33, Gurgaon 122001, India

T +91 124 409 5888
F +91 124 409 5801

Aricent Technologies (Holdings) Ltd.
Registered Office: 1st Floor Manjeera Mang (Amee
Connaught Place, New Delhi 110001 India
CIN #U65993DL2007PLC164

Aricent

Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No 5
Ground & 12th Floor, Building No 4
ITA/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector 48, Gurgaon, Haryana

T +91 124 409 5888
F +91 124 409 5801

Aricent Technologies (Holdings) Ltd
Registered office: 5, Jain Mandir Marg, Connaught Place, New Delhi 110001, India
CIN No: U72900DL2006PLC149726

Aricent

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit 1)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.6
IT/ITES SEZ, M/s United Technology Parks Ltd
Village Dein, Sector 48, Gurgaon 122001, India

T +91 124 409 5888
F +91 124 409 5801

Aricent Technologies (Holdings) Ltd
Registered Office: 5 Jan Mandir Marg, Arivind
Connaught Place, New Delhi 110001
CIN: U72200DL2006PLC149125

Aricent

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Chaitra C Mouli
House No. 249/7, Prakruthi, 4th Cross, 8th Main Road,Opp Sapthagiri Layout
Vidyaranyapura, Bengaluru - 560097
Email Id: chaitramou i94@gmail.com

Dear Chaitra,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6] (CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No. 5
Ground & 12th Floor, Building No 4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector 48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jan Mandir Marg (Annexe)
Connaught Place, New Delhi 110001 India
CIN #U65993DL2006PLC149728

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
ITA/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghetta Main Road
Bengaluru - 560 057

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

SEZ Unit (Units)
Ground to 13th Floor, Building No:5
Ground & 12th Floor, Building No:4
ITVITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8250)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

CHAITRA . C. MOULI
18.03.2016

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
ITA/ITES SEZ, M/s Unitech Realty Projects Ltd.
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Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesarghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
ITA/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company. .

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon-122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149726

Aricent

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date MAR 11, 2016

Ashwin Bharadwaj B.N
House No.970, 4th main, 5th Cross,2nd Block, BEL Layout
Vidyaranyapura, Bangalore - 560097
Email Id: ashwinbn95@gmail.com

Dear Ashwin,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [3](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
TIDES SEZ, M/s Jaitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T +91 124 409 5888
F +91 124 409 5801
E info@aricent.com
W

Aricent Technologies (Holdings) Ltd.
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Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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Ground & 12th Floor, Building No.4
ITA/TES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

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CIN #U65993DL2006PLC149728

Aricent

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

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The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Units)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
ITA/TES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122001, India

T +91 124 409 5888
F +91 124 409 5801
E info@aricent.com
W

Aricent Technologies (Holdings) Ltd
Registered Office: 5, Jain Mandir Marg, Amrere
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-8) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
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We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260).** Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamdurao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

ASHWIN BHARADWAJ. B. N

21/03/16

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
STP/TEC SEZ, M/s United Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5688
F: +91 124 409 5801
E: info@aricent.com
W:

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg, Connaught Place, New Delhi 110001, India
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Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

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- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
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- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit 5)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
ITIITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
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W:

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Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

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Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or week y offs) are not counted as leaves. Aricent has a flexible working hours practice.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.6
17/1/1ES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Section-48, Gurgaon 122001, India
T +91 124 409 5888
F +91 124 409 5801
E info@aricent.com
W
Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg, (Connaught Place), New Delhi 110001, India
CIN: U65993DL2006PLC149728

Aricent

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Pooja Singh
Vill+Post, Ramnagar, Diyara District
Patna, Bihar - 803212
Email Id: singhpooja081994@gmail.com

Dear **Pooja**

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR **350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits' Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
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Sapthagiri College of Engineering
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As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

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Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
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E: info@aricent.com
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Connaught Place, New Delhi 110001, India
CIN #U65993D_2006PLC149728

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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamdurao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.1
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon-122001, India

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E: info@aricent.com
W: www.aricent.com

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Aricent

Principal
Sapthagiri College of Engineering
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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

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Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN#_65993DL2006PLC149728

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CS

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Shivam
Rani chandrawati Hata, Adampur
Bhagalpur, Bihar - 812001
Email Id: shivm1934@gmail.com

Dear Shivam,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

SEZ Unit (Unit-I)
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Ground & 12th Floor, Building No.7
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

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E: info@aricent.com
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Aricent

Personal and Confidential
Page 2 of letter of offer to Shivam dated MAR 11, 2016

Relocation:

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If required post completion of training, Aricent will provide you with **10** days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon 122001, India

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- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

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Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

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Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Shivam
13/3/16

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.3
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
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Aricent

Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

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Insurance:

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
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Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd
Village Tikri, Sector-48, Gurgaon122001, India

T: +91 124 409 5888
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W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place New Delhi 110001, India
CIN #U65993DL2006PLC149725

Aricent

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

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Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Vijaya Laxmi
F-Sector, House No-87, P.C. Colony, Kankarbagh
Patna, Bihar - 800020
Email Id: vijaya.laxmi981@gmail.com

Dear Vijaya,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR **350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesarghatta Main Road
Bengaluru - 560 057

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

SEZ Unit (Unit-I)
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14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline, misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ TES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

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Page 4 of letter of offer to Vijaya Laxmi dated MAR 11, 2016

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Vijaya Laxmi
18/03/16

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

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Registered Office: 5, Jain Mandir Marg (Annexe)
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CIN #U65993DL2006PLC149728

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Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
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T: +91 124 409 5888
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CIN #U65993DL2006PLC149728

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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provice adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommocation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149725

Aricent

Page 1 of Letter of offer to Archana S dated MAR 11, 2016

Personal and Confidential

Date: MAR 11, 2016

Archana S
C/o, AL Rama Rao, Matruchaya Nilaya, Behind Mini Hotel
PC Extension, Kolar - 563101
Email Id: sarchana723@gmail.com

Dear Archana,

We are pleased to offer you a full time position at Grade E2 in which your designation would be Software Engineer / Tes: Engineer, as per the requirement of the business at the time of your joining with Aricent Technologies (Holdings) Limited. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14532	
Provicent Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, as market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

Principal
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14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Aricent Technologies (Holdings) Limited
Registered Office: 5, Jan Marg, Connaught Place, New Delhi
City Accident & Casualty Insurance Policy
Aricent Technologies (Holdings) Limited
Gurgaon 12th Floor, Building No. 4
Tower A, 12th Floor, Building No. 4
DLF Cyber City, M/s Unitech Realty, Project Limited
Village Wazirabad, Sector 48, Gurgaon 122 002, India

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Page 2 of letter of offer to Archana S dated MAR 11, 2016

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit Unit 1
Ground to 13th Floor, Building No 5
Ground & 12th Floor, Building No 4
RMZ ITES SEZ, Candeltech Realty Project LLP
Village Yelahanka, Hobli No 86, Gurgaon 122001, India

T: +91 124 400 5882
F: +91 124 409 5801

Aricent Technologies (Holdings) Ltd
Registered Office: 5, Jan Mahal Marg, A-21,
Connaught Place, New Delhi-110001, India
CIN #U[illegible]

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) (from 1-6) with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
(To the extent of Warwick Realty Projects Ltd)
Village Tehla, Sector 62, Gautam Buddha Nagar, Uttar Pradesh 201307, India

+91 124 409 5888
+91 124 409 5801

Aricent Technologies (Holdings) Ltd.
Registered Office: 1, Jan Mandir Marg, Qutab Institutional Area, New Delhi 110067, India
CIN #U74899DL2000PLC149705

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Page 5 of letter of offer to Archana S dated MAR 11, 2016

Explanation of Various Benefits
This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:
Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
TIFFES SEZ, M/s Orchard Realty Projects Ltd.
Village Tikri, Sector 48, Gurgaon (122001), India

+91 124 409 5888
+91 124 409 5801

Aricent Technologies (Holdings) Ltd.
Registered Office: [illegible] Mumbai Marg, [illegible]
Connaught Place, [illegible]
CIN #U65993[illegible]

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing FF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per FF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Aricent

CS

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Date: MAR 11, 2016

Raghu M
House No.22/1,1st B Main, 13th Cross, Mahalaxmipuram(po)
J. C Nagar, Bangalore - 560086
Email Id: raghuuu.rag48@gmail.com

Dear Raghu,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Aricent Technologies (Holdings) Limited
Registered Office: 5, Ash Mansion, Yashwant Place, New Delhi
Corporate Identity Number (CIN): U74140DL2006PLC149039

Aricent

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Block-I)
Tel: +91 124 409 5888
Fax: +91 124 409 5801
Aricent Technologies (Holdings) Ltd.
Registered Office: 6 Jun Muang Mass Aricent
Incorporation Place: Mauritius

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Page 3 of letter of offer to Raghu M dated MAR 11, 2016

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit Launch:
Ground to 13th Floor, Building 2 and
Ground & 12th Floor, Building No 4
DLF IT/ITES SEZ, M/s Omtech Realty Projects Ltd.
Village Dhanupur, Sector 48, Gurgaon 122001, India

T +91 124 409 5888
F +91 124 409 5801

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg, Connaught Place, New Delhi 110001, India
CIN #U74899DL2006PLC149729

Aricent

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-6} with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

18/03/2016

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit 6)
Ground to 13th Floor, Building No.5
Ground Floor, Building No.4
Tel +91 124 409 5888
Fax +91 124 409 5681
Aricent Technologies (Holdings) Ltd.
CIN #U65990DL2000PLC104973

Explanation of Various Benefits

This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases, the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provices subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057.

SEZ Unit (Unit 1)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
ITA/TES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Tehsil No. 15, Gurgaon 122001, Haryana

T +91 124 409 5644
F +91 124 409 5801

Aricent Technologies (Holdings) Ltd.
Registered Office: 12, Lan Mandir Marg, Connaught Place, New Delhi 110001
CIN #U65993DL2004PLC149039

Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

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Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution subject to a maximum of Rs.541 per month is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

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Working Hours and Holidays: The normal working hours are between 8.30 a.m. to 5.30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

SEZ Unit I (Unit II)
Ground to 1st Floor, Block No.5
Level 8 & 9, Tower No. 4
Embassy TechZone, Nirlon Knowledge Park Pvt. Ltd.
+91 124 409 5888
+91 124 409 5801
Aricent
Registered Office
CIN #U

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Puneeth A C
Puneeth A.C, S/o, AK Chandrashekhar Arakere, Arakere, Post Kasaba Hobli, Kunigal Taluk Tumkur, Karnataka - 572130
Email Id: puneeth07puni@gmail.com

Dear **Puneeth,**

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)(1) will be INR **350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan (2)	14632	
Provident Fund (Company's Contribution)		14472
Gratuity(4)		6852
Accident and Medical Insurance (5)		4500
Company Incentive Plan (6)(CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.,
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
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Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form

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You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent®

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-6} with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No.5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Explanation of Various Benefits
This section gives details of the various benefit schemes at Aricent and the way they are administered. Coverage under any of these plans may be subject to certain requirements or limitations. This information cannot be used to modify any coverage that is listed in separate insurance documents, policies, trust deeds, etc. In all cases the provisions of these documents and policies and letter of offer (and subsequent changes) would apply. The company reserves the right to amend any compensation plan or information given in this section without prior notice. Please talk to your respective Human Resources representative for further assistance.

Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP), you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:
Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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Company Incentive Plan (CIP):
Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e. November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provident Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

A. C Puneeth.

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Aricent

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Anshu Kamal
S/O Kamal Kishore Prasad, Near Girls High School
Naya Tola, Bihar - 813102
Email Id: anshukamalsum@gmail.com

Dear Anshu,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Mecical Insurance [5]		4500
Company Incentive Plan [6](CIP)		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Aricent

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

Principal
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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

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Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-6} with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Anshu Kamal.
18/03/2016.

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Explanation of Various Benefits

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Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

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Aricent

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - [illegible]

Personal and Conficential

Date: MAR 11, 2016

Shalini Gupta
Narayana Colony Mayaganj Road
Bhagalpur, Bihar - 812003
Email Id: shalini.gupta323@gmail.com

Dear Shalini,

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with **Aricent Technolcgies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR 350008/-

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
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(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
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Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining, you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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Page 3 of letter of offer to Shalini Gupta dated MAR 11, 2016

As per Company policy, you would be required to sign a standard Non-Disclosure Agreement to protect classified/proprietary information at the time of joining and declarations related to agreement with Aricent Ethics and No Conflict of Interest Policy. On joining the Company you would also be required to re-verify the Security Declaration provided by you in the Employment Application Form.

You will be required to undergo training for a period which will usually vary from 8 to 12 calendar weeks at a facility as deemed appropriated and confirmed by the Company. Successful closure of the training would be based on the assessment of the Company. Incase an employee is not able to meet the expectations of the Company during the training, the Company reserves the right to terminate the services of such an employee without giving any advance notice or salary (Basic + FBP) in lieu thereof.

You will be on probation for a period of nine months from your Date of Joining the Company. You will be deemed to have completed the probation period, subject to:

- The successful completion of the first formal performance review. Performance review is successfully closed if the employee is rated as 'being able to meet the expectations of the role or above' or an equivalent, as defined by the Company policy.
- Completion of all prescribed training programs. These programs are aimed at successfully inducting new employees into the organization

Employees who do not complete their probation would not be eligible for promotion, salary increase or incentive payments. Such benefits would be held back till the successful completion of probation.

Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. You are bound to give three months notice before leaving the services of the Company. You will ensure that all your on-going activities are successfully completed and handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period. Should you decide to voluntarily leave the services of the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining; the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between Aricent and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.

You shall be governed by the Company policies, as applicable or amended from time to time. You should keep yourself abreast of all the applicable Company policies & processes available on the Company intranet (hereby referred as Aricent World).

The company has the right to transfer you to any of the existing or future office or client locations in India or abroad.

Important: The compensation information is confidential. We request you to use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as a serious matter by the company.

SEZ Unit (Unit-I)
Ground to 13th Floor, Building No 5
Ground & 12th Floor, Building No.4
IT/ITES SEZ, M/s Unitech Realty Projects Ltd.
Village Tikri, Sector-48, Gurgaon 122001, India

T: +91 124 409 5888
F: +91 124 409 5801
E: info@aricent.com
W: www.aricent.com

Aricent Technologies (Holdings) Ltd.
Registered Office: 5, Jain Mandir Marg (Annexe)
Connaught Place, New Delhi 110001, India
CIN #U65993DL2006PLC149728

Aricent

Please sign the enclosed copy of this letter to indicate your acceptance of the offer and send this to us within the next seven days.

PS: Please bring the Photocopies of all the Documents below (SELF ATTESTED) {from 1-6} with you, on the day of your joining, for personnel records:

1. 10th/12th Mark Sheet/Certificate
2. Graduation/Post graduation/Diploma/Certifications-All Semester Mark sheet & Degree (as applicable)
3. ID proof With Photograph – Valid Passport/Driver License/Voter ID/Ration Card
4. Relieving & Experience Certificates from all the previous employers(if applicable)
5. Permanent Address Proof
6. PAN Card
7. 2 Passport Size Photographs
8. Date of Birth of Parents, Parents in laws, Spouse & Children

We will be proud to have you as a member of our team to further enhance Aricent's position as the leading software company in the communication sector as well as a Best Employer. Your contact in Talent Acquisition would be **Hari Nandan Sharma (Email id; hari.sharma@aricent.com) Phone No. -0124-4095888 Extension No. 8260)**. Please feel free to get in touch for any questions or assistance that you may need.

Looking forward to your joining the Aricent team.

Yours Sincerely,

Rajeev Jamburao
Global Workforce Management Leader

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Shalini
18th March, 2016

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Flexible Benefit Plan (FBP): Under the Flexible Benefit Plan (FBP) you can choose the amount allocated to one or more of the following benefits each year (with in the limit of your FBP) based on your personal needs. Alternatively you can take the entire amount as a taxable salary. FBP is subject to Income Tax as per prevailing Government rules and regulations.

- House Rent Allowance (HRA)/ Rent Free Accommodation (RFA)
- Medical Expenses (other than medical insurance)
- Leave Travel Allowance (LTA)
- Additional purchase of Medical Insurance
- Professional Development Allowance
- Telephone reimbursement
- National Pension Scheme
- Children education/ hostel allowance
- Vehicle Lease Plan
- Conveyance Allowance
- Meal Pass
- Fuel & driver expenses reimbursement
- Club Membership expenses (Reimbursement)

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable. Finally, you are advised to read the FBP policy on Aricent World in detail on joining.

Insurance:

Medical Insurance for Self & Family -Aricent provides comprehensive medical insurance benefit to the employee, spouse and children of the employee. In addition to this, there is an attractive plan to cover the parents and/or parent-in-laws sponsored by the employee. The company provides subsidy based on the longevity of the employee with Aricent.. As you can appreciate, this benefit is of significant value since the commercial value of insurance benefit is much higher. Please refer to the details in the Group Medical Insurance Policy on Aricent World on joining.

New employees will be required to submit a declaration for the same on the date of joining or within fifteen working days from Date of Joining.

Personal Accident & Life Insurance -Aricent also provides an attractive plan for covering the employee (only self) for personal accident & life insurance. Please refer to the details in the Policy on Personal Accident & Life Insurance on Aricent World on joining.

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Amount mentioned is target earnings. The actual incentive payable is based on achievement of the performance against pre-defined goals.

Incentive is payable to those employees who are in active service on the disbursement day i.e., November month payroll for the first half (H1) of the financial year and May month payroll for the annual payment. Incentive shall not be payable to employees who have resigned or relieved from the services of the company as on the disbursement date. For employees who join the Company mid-way in the year, their incentive payment would be prorated based on actual number of days worked in the respective period. Please refer to the detailed policy document available in Aricent World upon joining the Company.

Provident Fund (PF): PF is a statutory benefit available to all regular employees of Aricent. Aricent has constituted a Trust for the efficient administration of the scheme. The objective of the scheme is to provide adequate social security (as per Government rules) to the employees after active work life.
Coverage: Automatic on joining Aricent, 12% of the employee's basic pay is contributed to the PF account of the employee maintained by the Trust at Aricent every month. The company will contribute an equivalent amount every month. Out of the Company's contribution, a part of the contribution, subject to a maximum of Rs.541 per month, is payable to Pension Fund maintained by Regional Provicent Fund Commissioner (RPFC). However, this ceiling is subject to change as notified by the PF authorities from time to time. Interest will accrue on all accumulations.
Benefits: Accumulations will gather compounded interest annually in the course of membership as per prevailing PF rules. The total accumulations can be withdrawn from the Trust at the time of retirement. You shall be entitled to receive Pension on retirement from the RPF commissioner as per the existing rules. In case of earlier separation, the accumulation in the Aricent PF Trust can be withdrawn or transferred subject to prevailing PF rules at that time. Loans: Employees may apply for loans to the Trust for specified purposes as per PF rules. Both refundable and non-refundable options are available.

Gratuity Scheme: The employee becomes eligible for gratuity benefits under the scheme after completion of five years of employment. The gratuity is equivalent to 15 days of basic salary for each completed year of service (a month means 22 days for the purpose of calculating gratuity). The gratuity is payable on retirement from service or separation from the company or in the event of earlier death. In case of death while in service, the nominee will get gratuity calculated as though the employee had worked with the Company until the retirement age.

Company Lease: Aricent provides for company lease for renting of residential accommodation. The lease amount is adjusted against HRA as declared by an individual. Aricent would pay the security and advance and recover the same from the salary, as per the prevailing Company policy.

Working Hours and Holidays: The normal working hours are between 8:30 a.m. to 5:30 p.m., Monday to Friday, with a 45-minute lunch break. There are 9 company holidays per year. The company provides 12 days Casual/Sick Leave (CL) and 15 days Privilege Leave (PL) and 1 day Floating Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekends (or weekly offs) are not counted as leaves. Aricent has a flexible working hours practice.

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Bangaluru - 560 057

Personal and Confidential

Date: MAR 11, 2016

Lavanya K
House No.236/8, main 8th Cross MEI Layout Bagalagunte Village
Nagasandra Post, Bangalore - 560073
Email Id: lavanyakrishnamurthy92@gmail.com

Dear **Lavanya,**

We are pleased to offer you a full time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer,** as per the requirement of the business at the time of your joining with **Aricent Technologies (Holdings) Limited**. The value of your annualized Total Compensation (TC)[1] will be INR **350008/-**

Following is the breakup of your TC:

All amounts in INR

	Per Month	Per Year
Basic Salary	10050	
Flexible Benefit Plan [2]	14632	
Provident Fund (Company's Contribution)		14472
Gratuity[4]		6852
Accident and Medical Insurance [5]		4500
Company Incentive Plan [6]**(CIP)**		28000

(1) Subject to deduction of contributions, charges and taxes at source as per the Laws/ Acts of Government of India, as may be applicable from time to time.
(2) Basket of Allowances. Please refer to the policy on Flexible Benefit Plan (FBP) available on Aricent World for FBP components and limits applicable to you.
(3) Company's Contribution. Equal amount will be deducted from the employee's monthly salary as per the Employee's Provident Funds and Miscellaneous Provisions Act, 1952.
(4) As per the Payment of Gratuity Act, 1972
(5) A comprehensive Group Insurance Plan has been taken to cover you under Medical, Personal Accident and Life Insurance programs. The Insurance Premium amount specified is indicative only and change from time to time. This amount varies with the change in actual insurance cost, is market driven and may change.
(6) Actual earnings/ payout is discretionary and will be governed by the Company Incentive Plan (CIP). Please refer to the policy available on Aricent World.

Details about various policies and benefits are given under 'Explanation of various benefits'. Please read and understand these carefully.

The Date of Joining and other relevant details will be separately intimated to you at the above-mentioned Email ID.

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Aricent

Relocation:

In case of outstation candidates, Aricent will reimburse expenses limited to one way 3rd AC rail-fare or actual, whichever is lower, for you from your current location to your location of work to join Aricent. Please retain a copy of the ticket(s).

If required post completion of training, Aricent will provide you with 10 days complimentary accommodation, while you make your own arrangements. Only outstation candidates will be eligible for availing this facility.

The relocation amount should be claimed within 90 days of your joining Aricent post which you will not be entitled for this claim. Should you voluntarily terminate your services with Aricent before a period of two years from the date of joining you will be required to return the relocation amount in full to Aricent.

Covenant of Non-Competition: You agree that during your employment and for 6 months thereafter, you will not directly or indirectly represent, be employed by, consult for or otherwise be associated with any other third party in the same capacity for which you are providing services under your employment nor will you be employed by or consult for any customer or supplier of the Company for which you perform work for under your employment without the prior consent of the Company. However Company shall at its sole discretion decide either to allow or disallow you to do so. Furthermore, you agree that you and any individual or entity under your direct or indirect control will not solicit, hire or retain as an employee or independent contractor any employee or former employee of the Company without the prior written consent of an authorized executive officer of the Company.

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Global Workforce Management Leader

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18 Mar 2016

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19/5, Chikkasandra, Hesaraghatta M
Bangalore - 57

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WIPRO
Applying Thought

EC

APPOINTMENT LETTER

January 25, 2016

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

Ms. Asha S
No 15, 3Rd Main,
2Nd Block,
Bangalore-560096
Karnataka

Dear Asha S,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified from time to time. From time to time, Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the know edge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: ASHA .S

Date: 18/3/2016 Signature:.....

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057

Ref No: 5438303

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

Name: ASHA . S

Date: 16/3/2016

Signature.....

Ref. No.:5438404

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ANNEXURE III

SALARY OFFER SHEET

Name : Asha S

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of Rs.18000 consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

*Notional sum indicating contribution of 5.31 % of your Basic towards [illegible] Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy [illegible].

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Chikkasandra, Hesaraghatta Road
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Ref No:1543804

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Web: www.wipro.com Email: [illegible]@wipro.com CIN: L32102KA1945PLC020800

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

a. Onetime Interest free loan of Rs. 20,000 towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of Rs. 50,000 towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of Rs. 15,000 per annum.
d. Medical Insurance Coverage up to Rs. 2 lacs per annum.

Date: 8/8/2016

Signature:.....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: ACHA . S

Date: 18/3/2016

Signature:.....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5438404

Dear Asha S,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have on the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - ihealthcare@icicilombard.com
Toll free: 1800 - 2666

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

January 25, 2016

Mr. Siddhartha Reddy
H.No:1-10, Budur Village,
Sugur Post, Mantralayam Mandal,
Kurnool-518319
Andhra Pradesh

Dear Siddhartha Reddy,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywpro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Bengaluru - 560 057

Ref No :5436635

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: SIDHARTHA REDDY

Date: 18/03/2016 Signature: B. Siddhartha Reddy

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Ref No :5436635

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2016 Signature.....

Ref No :5436635

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: SIDDHARTHA REDDY

Date: 13/03/2016

Signature: B. Siddhartha Reddy

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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ANNEXURE III

SALARY OFFER SHEET

Name : Siddhartha Reddy

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.13000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016

Signature: L. Vidhartha Reddy

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Bangaluru - 560 057

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: SIDDHARTHA REDDY

Date: 18/03/2016

Signature: B. Siddhartha Reddy

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Med claim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

Ref No :5456635

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5436635

Dear Siddhartha Reddy,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Benga uru - 560 057

Ref No :5436635

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EC

APPOINTMENT LETTER

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

January 25, 2016

Mr. Ghanendra Singh
S/O Mahipal Singh,
16,
Agra-282010
Uttar Pradesh

Dear **Ghanendra Singh,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure I titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

Ref No :5440771

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Bengaluru - 560 057

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Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800

Principal
Sapthagiri College of Engineering
#4/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Gracuates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajender

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2016 **Signature**.....

Ref No :5440771

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Bengaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: GHANENDRA SINGH

Date: 18/03/2016 **Signature:** .....

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: GHANENDRA SINGH

Date: 18/03/2016

Signature.....

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ANNEXURE III

SALARY OFFER SHEET

Name : **Ghanendra Singh**

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

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

[illegible]	[illegible]
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016

Signature:.....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: GHANENDRA SINGH

Date: 18/03/2016

Signature: .....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: **January 25, 2016**

Reference Number: 5440771

Dear **Ghanendra Singh,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No :5440771

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APPOINTMENT LETTER

January 25, 2016

Ms. Kavya S
#45 D\O Shankarappa,
Kallusadarahally(P),
Arasikere-573103
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Kavya S,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. Appointment Details:

a. The date of appointment is effective from the date of joining.

b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet (Please refer Page 8).

b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

Ref No :5441903

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road,
Bangalore - 560 057

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2016 **Signature**.....

Ref No :5441902

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer except with the knowledge and consent of top management.

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Bengaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name:

Date: 18/03/2016 **Signature:**.....

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: 18/03/2016

Signature.....

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ANNEXURE III

SALARY OFFER SHEET

Name : Kavya S

Position : Project Engineer

Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016

Signature: .....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name:

Date: 18/03/2016 Signature:.....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both EBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5441903

Dear **Kavya S,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
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APPOINTMENT LETTER

January 25, 2016

Ms. Likitha A B
#4199/A, 1St Floor,
1St Main, Subramanya Nagar,
Bangalore-560021
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear Likitha A B,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shifts, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2016 **Signature**.....Likitha A B.....

Ref No :5441806

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name:

Date: 18/03/2016 **Signature:** Hikitha.A.B

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: 18/03/2016

Signature..... Likitha.A.B

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ANNEXURE III

SALARY OFFER SHEET

Name : Likitha A B

Position : Project Engineer

Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	495
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016

Signature: Nikitha.A.B

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name:

Date: 18/03/2016 Signature: Likitha A S .....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability Linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 30 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provicert Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5441806

Dear **Likitha A B,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

January 25, 2016

Ms. Priyadarshini P
L-701,
Purwa Swanlake Apartments,
Chennai-603103
Tamil Nadu

Dear **Priyadarshini P,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14 5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/3/2016 Signature...

Ref No :5444015

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: PRIYADARSHINI P

Date: 18 / 3 / 2015

Signature: Priyadarshini .....

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: PRIYADARSHINI P

Date: 18/3/2016

Signature: Priyadarshini

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ANNEXURE III

SALARY OFFER SHEET

Name : **Priyadarshini P**

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

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/12/2016

Signature: .....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: PRIYADARSHINI F

Date: 18/5/2016 **Signature:** Priyadarshini

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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Ref No :5444015

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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MEDICAL CHECKUP

Date: **January 25, 2016**

Reference Number: 5444015

Dear **Priyadarshini P,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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EC

APPOINTMENT LETTER

January 25, 2016

Principal
Sapthagiri College of Engineering
14.5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ms. Roopashree M
No 15, Manjunatha Nilaya Behind Florence High School,
R.M.V 2Nd Stage, Nagashettihalli,
Bangalore-560094
Karnataka

Dear **Roopashree M,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

Ref No :5439346

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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Sapthagiri College of Engineering
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Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages ,databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/08/2016 Signature: Teshaswini M

Ref No :5439346

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: ROOPASHREE. M

Date: 18/03/2016 Signature: Roopashree. M

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No :5439346

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011 Fax: 91-80-2844 0056
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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: ROOPASHREE. M

Date: 18/03/2016

Signature: Roopashree. M

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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Ref No :5439346

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ANNEXURE III

SALARY OFFER SHEET

Name : Roopashree M

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016

Signature: Roshini M

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: ROOPASHREE . M

Date: 18/03/2016

Signature: Roopashree . M

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuat on scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

Ref No :5439346

Principal
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MEDICAL CHECKUP

Date January 25, 2016

Reference Number: 5439346

Dear Roopashree M,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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APPOINTMENT LETTER

January 25, 2016

Ms. Sandhya Ramesh
#2, No.74, Pavan Apartment,
15Th Cross, Malleshwaram
Bangalore-560003
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Sandhya Ramesh,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghetta Main Road
Bangaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2016 Signature..... Sandhya S .....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: SANDHYA . R

Date: 18/03/2016 **Signature:** Sandhya . R

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: SANDHYA. R

Date: 18/03/2016

Signature: Sandhya. R

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ANNEXURE III

SALARY OFFER SHEET

Name : Sandhya Ramesh

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016 **Signature:** Sandhya.R

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: SANDHYA. R

Date: 18/03/2016 **Signature:** Sandhya. R

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBF):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5442208

Dear **Sandhya Ramesh,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

January 25, 2016

Mr. Theertha C
Sumam, Near Ksup School,
P.O Anchampeedika,
Kannur-670331
Kerala

Dear **Theertha C,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure II titled Salary Offer Sheet. (Please refer Page 8)

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro irrespective of the circumstances of, or the reasons for, the cessation.

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

i. Your failing to clear any remaining backlog papers, and/or
ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 9th Standard.
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 11th Standard or equivalent education.

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Bangaluru - 560 057

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practice experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative "Online Project Campus". This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/3/16 Signature.....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: THEERTHA C

Date: 18/3/16

Signature: .....

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: THEERTHA

Date: 5/3/16

Signature.....

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Ref No 5435532

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ANNEXURE III

SALARY OFFER SHEET

Name : Theertha C

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months from your date of joining. During the training period, you will receive a stipend of **Rs 18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 19/03/16

Signature: .....

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Other Offices: Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Pune. CIN: L32102KA1945PLC020800

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: THEERTHA C

Date: 5/3/16

Signature:.....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Med claim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (FSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5435532

Dear **Theertha C**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

January 25, 2016

Mr. Vasudev D
No.6, 12Th A Main,
Shivanagar, Rajajinagar,
Bangalore-560010
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road

Dear Vasudev D,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

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You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

Ref No :5442656

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 12/03/2016 Signature..... Vasudev.B

Ref No :54-2656

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

Ref No :5442656

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: VASUDEV.D

Date: 13/03/2016 Signature: vasudev.D

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: VASUDEV. B

Date: 18/03/2016

Signature.....

Principal
Sapthagiri College of Engineering
14.5, Chikkasandra, Hesaraghatta Main Road
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ANNEXURE III

SALARY OFFER SHEET

Name : Vasudev D

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016

Signature: Varuden D

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: VASUDEV.B

Date: 18/03/2016

Signature: Vasudev.B

Principal
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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medica
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per licies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

Ref No :5442656

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5442656

Dear Vasudev D,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
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EL

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APPOINTMENT LETTER

January 25, 2016

Ms. Pooja J
No 8, I Main,
5Th Cross,
Bangalore-560073
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Pooja J,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. Appointment Details:

a. The date of appointment is effective from the date of joining.

b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

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Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

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As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/3/16 Signature.....

Ref No :5440911

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: POOJA. J

Date: 18/3/16

Signature: .....

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: POOJA.J

Date: 18/3/16

Signature.....

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ANNEXURE III

SALARY OFFER SHEET

Name : Pooja J

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.13000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/3/16

Signature: .....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: POOJA.J

Date: 18/3/16

Signature: Pooja

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Ref No :5440511

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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Sapthagiri College of Engineering
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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amoun of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the cate of reporting to the posting locatien. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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Bengaluru-560057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14.5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/3/2016 Signature.....

Ref No :5441901

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ANNEXURE I

CONFLICT OF INTEREST

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Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: FARHEENA K

Date: 18/3/2016 **Signature:** Farheena K

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No :5441901

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Website: www.wipro.com, Email: info@wipro.com, CIN No: L32102KA1945PLC020800

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: FARHEENA K

Date: 18/5/2016 Signature: Farheen

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No :5441901

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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Sapthagiri College of Engineering
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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP)

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: **January 25, 2016**

Reference Number: 5441901

Dear **Farheena K,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5 Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Ref No :5441901

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EEE

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APPOINTMENT LETTER

January 25, 2015

Ms. Kusuma D N
#345, 7Th B Cross, Maruthi Nagar,
Hegganahalli, Andrahalli Main Road,
Bangalore-560091
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Kusuma D N,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

i. Your failing to clear any remaining backlog papers, and/or
ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter

Date: 18/3/2016 Signature: Kusuma. G. N

Ref No :5442923

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91 80 2844 0011, Fax: 91 80 2844 0054
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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

Ref No :5442923

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions); services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: KUSUMA D.N

Date: 18/03/2016

Signature: Kusuma D.N

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Sapthagiri College of Engineering
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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: KUSUMA D.N

Date: 18/3/2016

Signature: Kusuma D.N

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ANNEXURE III

SALARY OFFER SHEET

Name : **Kusuma D N**

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

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

[illegible]	[illegible]
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

Ref No :5442923

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Bengaluru - 560 057

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/3/2016

Signature: Kusuma D.N

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Bengaluru - 560 057

Ref No :5442923

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: KUSUMA D.N

Date: 18/03/2016 **Signature:** Kusuma D.N

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Ref No :5442923

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 57

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

Ref No :5442923

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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MEDICAL CHECKUP

Date: **January 25, 2016**

Reference Number: 5442923

Dear **Kusuma D N,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Ref No :5442923

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91 80 2844 0011, Fax: 91 80 2844 0256
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EEE

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APPOINTMENT LETTER

January 25, 2016

Mr. Krishna Kiritiv
#03, 12Th A Cross,
R.R Layout, Vinayaka Nagara,
Bangalore-560090
Karnataka

Principal
Sapthagiri College of Engineering
#4/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear Krishna Kiritiv,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

Ref No :5439704

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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Principal
Sapthagiri College of Engineer
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of

i. Your failing to clear any remaining backlog papers, and/or
ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangalura - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 13/3/2014 Signature.....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the know edge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: KRISHNA KIRTI.V

Date: 18/03/2016 Signature:.....

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No :5439704

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: KRISHNA KIRIT .V

Date: 18/3/2016

Signature.....

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No :5439704

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No: L32102KA1945PLC020800

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ANNEXURE III

SALARY OFFER SHEET

Name : Krishna Kiritiv

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of Rs.18000 consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2** lacs per annum.

Date: 18/3/2016

Signature:.....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: KRISHNA KIRAN V

Date: 18/3/2016 Signature:.....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slip of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5439704

Dear Krishna Kiritiv,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

Principal
Sapthagiri College of Engineering
#14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

January 25, 2016

Mr. Shriram Subraya Bhat
Berolli, Po:Nagare,
Tq:Honnavara,
Honnavar-581335
Karnataka

Dear Shriram Subraya Bhat,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure II titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) – The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2016 Signature.....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name:

Date: 18/03/2016 Signature:.....

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: 18/04/2015

Signature.....

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No :5440375

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Website: www.wipro.com Email: info@wipro.com, CIN No. L32102KA1945PLC020800

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ANNEXURE III

SALARY OFFER SHEET

Name : Shriram Subraya Bhat

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2015 Signature:.....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name:

Date: 18/03/2016 Signature:.....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5440375

Dear Shriram Subraya Bhat

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

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Sapthagiri College of Engineering
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APPOINTMENT LETTER

January 25, 2015

Ms. Rajatha N Rao
No.11/2, 14Th A Cross,
11Th Main Malleswaram,
Bangalore-560003
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghetta Main Road
Bangaluru - 560 057

Dear **Rajatha N Rao,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay, or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/3/2016 Signature.....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: RAJATHA N RAO

Date: 18/3/2016 **Signature:** .....

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref. No :5442175

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I RAJATHA.N.RAO, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited (Wipro) for the following purposes:

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: RAJATHA N RAO

Date: 18/3/2015

Signature.....

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ANNEXURE III

SALARY OFFER SHEET

Name : Rajatha N Rao

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consclidated, without any other benefits. After satisfactory completion of the training you will receive yo ir salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/3/2016

Signature: .....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: RAJATHA N RAO

Date: 13/3/2016 Signature: .....

Principal
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14/5, Chikkasandra, Hesaraghatta Main Road
Bangalore - 560 057

Ref No :5442175

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5442175

Dear **Rajatha N Rao**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Main Road
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Ref No :5442175

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CS

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APPOINTMENT LETTER

January 25, 2016

Ms. Rashmitha A R
#267/4, Pipe Line Road,
Prashanth Nagar, T.Dasarahalli,
Bangalore-560057
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Rashmitha A R,**

Welcome to Wipro Limited (Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the ecurse of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

Ref No :5438791

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road,
Bangalore - 560 057

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

i. Your failing to clear any remaining backlog papers, and/or
ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/3/2016 **Signature**.....

Ref No :5438791

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Bengaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions) services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: KASHWITHAA R

Date: 18/03/2016 **Signature:** .....

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: RASHMITHA.A.R.

Date: 18/03/2016

Signature.....

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ANNEXURE III

SALARY OFFER SHEET

Name : Rashmitha A R

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	5561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016 **Signature:** .....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: RASHMITHA A R

Date: 16/03/2016 **Signature:**.....

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Bangaluru - 560 057

Ref No :5438791

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 5C,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrolment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5438791

Dear **Rashmitha A R**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS)

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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APPOINTMENT LETTER

January 25, 2016

Ms. Srinagarathna Menta
678, 2Nd Stage, 1St Main,
D Block, Rajajinagar,
Bangalore-560010
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Dear **Srinagarathna Menta,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate specified by Wipro for your role.

2. **Compensation**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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Principal
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14/5, Chikkasandra, Hesaraghatta Main Road
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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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Principal
Sapthagiri College of Engineering
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Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

Ref No :5443760

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 19/3/2016 Signature.....

Ref No :5443760

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Bengaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: SRINIVARATHNA MENTA

Date: 18/3/2016 **Signature:** Srinivarathna M

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: SRINAGARATHNA·M ENTA

Date: 13/2/2016

Signature: Srinagarathna·M

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ANNEXURE III

SALARY OFFER SHEET

Name : **Srinagarathna Menta**

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

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/3/2016 **Signature:** Jaisparathma M.

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: SRINAGARATHNA. MENTA

Date: 18 / 3 / 2010 **Signature:** Srinagarathna. M

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Bill ability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs. 5,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs) Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: **January 25, 2016**

Reference Number: 5443760

Dear **Srinagarathna Menta,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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APPOINTMENT LETTER

January 25, 2016

Ms. Dhanya Vishwanath Hegde
Prasanna Bldg,
Jayanagara T.S.S Road,
Sirsi-581401
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Dhanya Vishwanath Hegde,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2016 Signature.....

Ref No :5441250

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ANNEXURE I

CONFLICT OF INTEREST

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro
   iii. Any existing employee to become associated with, or perform services of any type for any third party

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: Dhanya. Vishwanath Hegde

Date: 8/03/2016 Signature: Dhanya

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: DHANYA VISHWANTH HEGDE

Date: 18/03/2016

Signature. .....

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ANNEXURE III

SALARY OFFER SHEET

Name : Dhanya Vishwanath Hegde

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/03/2016

Signature: .....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: Dhanya Vishwanath Hegde

Date: 18/03/2016 **Signature:** .....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both EBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5441250

Dear **Dhanya Vishwanath Hegde,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have on the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

January 25, 2016

Mr. Gaurav Kumar
Md-106, Dipka Coloney,
Gevra Project,
Korba-495452
Chhattisgarh

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Dear Gaurav Kumar,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

i. Your failing to clear any remaining backlog papers, and/or
ii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 55% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be complete after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2016 Signature.....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Bangalore-560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: GAURAV KUMAR

Date: 18/03/2016

Signature: .....

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: GAURAV KUMAR

Date: 18/03/2016

Signature.....

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ANNEXURE III

SALARY OFFER SHEET

Name : Gaurav Kumar

Positior : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: GAURAV KUMAR

Date: 18/03/2016

Signature: .....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,C0,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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Bangalore - 560 057

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5441681

Dear Gaurav Kumar,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - ihealthcare@icicilombard.com
Toll free: 1800 - 2665

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasaadra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref. No :5441681

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APPOINTMENT LETTER

January 25, 2016

Mr. Karthik Bhat
#21, 2Nd Cross Kirloskar Colony,
2Nd Stage Basaweshwar Nagar,
Bangalore-560079
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear Karthik Bhat,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of the same are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No :5442566

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

i. Your failing to clear any remaining backlog papers, and/or
ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 8/03/2016 Signature.....

Ref No:5442566

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any contractor, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name:

Date: 18/03/2016 Signature: Karthik

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: 18/03/2016

Signature Karthik

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Ref No :5442566

Registered Offices: ... Electronics City, Hosur Road, Bangalore - 560 035, India. Tel: ... CIN No: ...

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ANNEXURE III

SALARY OFFER SHEET

Name : Karthik Bhat

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

a. Onetime Interest free loan of Rs. 20,000 towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of Rs. 50,000 towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of Rs. 15,000 per annum.
d. Medical Insurance Coverage up to Rs. 2 lacs per annum.

Date: 18/03/2016

Signature: Karthik

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name:

Date: 18/03/2016 Signature: Karthik

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers Rs 2,00,000 per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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14/5, Chikkasandra, Hesaraghatta Main Road
Bangalore - 560 057

Ref No: 5442560

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

Ref No :5442566

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Principal
Sapthagiri College of Engineering
14/6, Chikkasandra, Hesaraghatta Main Road
Bangalore - 560 057

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 54-2566

Dear Karthik Bhat,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE to 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No: 5442566

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APPOINTMENT LETTER

January 25, 2016

Ms. Lakshmi C S
No 34, 20Th Main Road,
J C Nagar,
Bangalore-560086
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Dear **Lakshmi C S,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 9).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No :5440775

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. You failing to clear any remaining backlog papers, and/or
   ii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangalore - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 31/3/16 Signature: Labhy

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: LAKSHMI. C.S

Date: 21/3/16 **Signature:** .....

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: LAKSHMI. C.S

Date: 21/3/16

Signature.....Lakshmi C.S.....

Principal
Sapthagiri College of Engineering
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ANNEXURE III

SALARY OFFER SHEET

Name : **Lakshmi C S**

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

a. You will be on training (classroom/on the job) for the first three months from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (Rs)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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Sapthagiri College of Engineering
14/2, Chikkasandra, Hesaraghatta Main Road
Bangalore-560 057

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b. Over and abcve these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 21/3/16

Signature: .....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: LAKSHMI. G.S

Date: 21/3/16 **Signature:** Lakshmi G.S

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Sapthagiri College of Engineering
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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

Ref No :5440775

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Sapthagiri College of Engineering
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Bangalore-560 057

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MEDICAL CHECKUP

Date: **January 25, 2016**

Reference Number: 5440775

Dear **Lakshmi C S,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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APPOINTMENT LETTER

January 25, 2016

Ms. Thejashree Makam
#399,
Sri Srinivasa Stores,
Bengaluru-560040
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Thejashree Makam,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref. No :5442109

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

i. Your failing to clear any remaining backlog papers, and/or
ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited.**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/03/2015 Signature.....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Bengaluru - 560 057

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name:

Date: 18/03/2016

Signature: Thejaslaxmi M.S

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: 18/03/2016

Signature... Thejaswini M S

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ANNEXURE III

SALARY OFFER SHEET

Name : Thejashree Makam

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of Rs.18000 consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum

Date: 18/03/2016

Signature: Thejeshwar M S

Principal
Sapthagiri College of Engineering
#4/5, Chikkasandra, Hesaraghatta Main Road
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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name:

Date: 18/03/2016

Signature: Thejashree. M.S.

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Communication Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (on the corpus) can be utilized to avail the retirement benefits.

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

Ref No:15442169

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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MEDICAL CHECKUP

Date January 25, 2016

Reference Number: 5442109

Dear Thejashree Makam,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS)

Email id - healthcare@icicilombard.com
Toll free: 1800 - 2666

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
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ME

APPOINTMENT LETTER

January 25, 2016

Mr. Keshava Bharadwaj
#784, 13Th Main Road
3Rd Block Rajajinagar,
Bengaluru-560010
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Keshava Bharadwaj,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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Bangalore - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of

i. Your failing to clear any remaining backlog papers, and/or
ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of [illegible] in your 12th Standard or equivalent education.

Registered Office: [illegible] Hosur Road, Bangalore - 560 035, India. Tel: [illegible] Fax: [illegible]
Website: [illegible] Email address: [illegible] CIN No: L32102KA1945PLC020800

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,900/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 15/7/2015 Signature.....

Ref No :5434939

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: (91 80) 2844 0011, Fax: (91 80) 2844 0054
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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: KESHAVA BHARADWAJ K S

Date: 15/03/2016

Signature: .....

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: KS SHAVA BHARADWAJ KS

Date: 18/03/2016

Signature.....

Principal
Sapthagiri College of Engineering
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ANNEXURE III

SALARY OFFER SHEET

Name : Keshava Bharadwaj

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

a. Onetime Interest free loan of Rs. 20,000 towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of Rs. 50,000 towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of Rs. 15,000 per annum.
d. Medical Insurance Coverage up to Rs. 2 lacs per annum.

Date: 18/03/2016

Signature: .....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: KL SHIVA BHARADWAJ K S

Date: 13/07/2016

Signature: .....

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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Ref No :5434939

Registered Office: ...

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management

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14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Ref No :5434939

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan ("WBP"):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers Rs 2,00,000 per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs 10,000 towards hospitalization.

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary slack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

Ref No :5434939

Page 14

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangalore-560 035.

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5434939

Dear Keshava Bharadwaj,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2565

For Wipro Limited.

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Registered Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2[illegible], Fax: 91-80-[illegible]
website: www.wipro.com, Email: info@wipro.com, CIN No: L32102KA1945PLC020800

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APPOINTMENT LETTER

ME

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

January 25, 2016

Mr. Bikas Kumar
Vill-Dighwa, Post-Dighwa Dubauli,
Dist-Gopal Gang,
Gopalganj-841439
Bihar

Dear **Bikas Kumar,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. Appointment Details:

a. The date of appointment is effective from the date of joining.

b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

d. Changes in your compensation are at Wipro's discretion and will be subject to and or the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

c. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/3/16 **Signature...** .....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: BIKAS KUMAR

Date: 18/3/16 **Signature:** Bikas Kr.

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: BIKAS KUMAR

Date: 18/3/16

Signature.....

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ANNEXURE III

SALARY OFFER SHEET

Name : **Bikas Kumar**

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

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum

Date: 18/3/16

Signature:.....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: BIKAS KUMAR

Date: 18/3/16 Signature: Bikas kr.

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 30 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50 000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: January 25, 2016

Reference Number: 5440297

Dear **Bikas Kumar**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
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APPOINTMENT LETTER

January 25, 2015

Ms. Jyoti Srivastava
B-96,
Sanchar Vihar,
Gonda-271308
Uttar Pradesh

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear Jyoti Srivastava,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No :5434890

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3. Other Benefits

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057.

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/3/16 Signature: Jyoti Srivastava

Ref No :5434890

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's posit on on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: JYOTI SRIVASTAVA

Date: 18/3/16

Signature: Jyoti Srivastava

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: JYOTI SRIVASTAVA

Date: 18/3/16

Signature: Jyoti Srivastava

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ANNEXURE III

SALARY OFFER SHEET

Name : **Jyoti Srivastava**

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

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	MONTHLY
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/3/16

Signature: Jyothi Srivastava

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: JYOTI SRIVASTAVA

Date: 16/3/16

Signature: Jyoti Srivastava

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date: **January 25, 2016**

Reference Number: 5434890

Dear **Jyoti Srivastava,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 266

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

March 10, 2016

Mr. Vijay A
#27 Sri Matha Nilaya, Behind Raghavendra Temple,
Jalahalli Village
Bangalore- 560013
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Dear **Vijay A,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced are notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/____ **Signature**.....

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ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

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d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name:

Date: __/__/_____ **Signature:**.....

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

a. processing my job application including background verification checks;

b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: __/__/____ **Signature**.....

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ANNEXURE III

SALARY OFFER SHEET

Name : Vijay A

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

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9,340
HRA	4,700
Commutation Allowance	1,600
Bonus	1,400
Wipro Benefits Plan (WBP)	6,061
Additional allowance	-
Total Fixed Cash	**23,101**
PF (12% of Basic)	1,130
Gratuity (5.31% of Basic)	496
Total Fixed Compensation	**24,727**
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target QPLC (5% of CTC)	1,340
Target Cost to Company per month	**26,667**
Total Cost to Company per annum	**320,004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: __/__/____ **Signature:**.....

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name:

Date: __/___/_____ **Signature:**.....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

1. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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Applying Thought

MEDICAL CHECKUP

Date: **March 10, 2016**

Reference Number: 5441398

Dear **Vijay A**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

January 25, 2016

Ms. Vivek Kumar Mann
42/1 Smq,
Bengaluru,
Bengaluru-560063
Karnataka

Dear **Vivek Kumar Mann,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. Appointment Details:

a. The date of appointment is effective from the date of joining.

b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No :5444664

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dra, Hesaraghatta Road,
ngalore-560 057

SUNLIGHT MACHINE TOOLS

Site No. 2, Plot No. 3B, Peenya Industrial Park, KIADB Main Road, Peenya Industrial Area, (Next to coir board), Bangalore - 58. Mob : 9448487738, 9886090696
Ph. : 080-43770287 E-mail : sunlightmachinetools@gmail.com

Ref : SMT/ 15-16/ 35

Date :
DATE:5/05/2016

OFFER LETTER

To,
SanketMadevNaik,
Mechanical Branch
Sapthagiri College of Engineering
Bangalore-57

Dear SanketMadevNaik,

We are pleased to offer you the employment at our company as **Quality Engineer**. We feel that your skills and background will be valuable assets to our team.

You can join the company on the first week of ***June 2016.*** We offer you a salary package of **2.2 lakhs per annum**. The details about employment benefits will be explained in detail to you at our company by the manager. If you choose to accept this offer, report to the company with the original documents for verification. In addition to this we require you to sign the Confidentiality Agreement prior to the joining.

We look forward to welcome you,

MANAGING PARTNER

SUNLIGHT MACHINE TOOLS
Site No. 2 Plot No:3B, Peenya Industrial Park,
KIADB Main Road, Peenya Industrial Area,
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Bangalore-560 057

2015-16

Kavya MV <kavyamv@sapthagiri.edu.in>

Fwd: Wipro - Letter of Intent - Nethravathi M - Ref. No.: 5455767

1 message

PRASHANTH KUMAR <prashanthkumar.hp@gmail.com> Wed, Jun 17, 2020 at 1:43 PM
To: kavyamv@sapthagiri.edu.in

Prof. PRASHANTH KUMAR H P,
Biotechnology Engineering,
Sapthagiri College of Engineering,
Bengaluru-560057
Mob:9916040777

https://www.scopus.com/authid/detail.uri?authorId=56630556800
https://publons.com/researcher/2999070/hosakote-pandittharadhya-prashanthkumar/
https://orcid.org/0000-0003-1348-5425
https://scholar.google.co.in/citations?user=WpWFknkAAAAJ&hl=en

---------- Forwarded message ---------
From: **Nethravathi Mahadevappa** <nethram6kan@gmail.com>
Date: Tue, Jun 16, 2020 at 8:52 PM
Subject: Wipro - Letter of Intent - Nethravathi M - Ref. No.: 5455767
To: PRASHANTH KUMAR <prashanthkumar.hp@gmail.com>

Dear sir,
Please find the letter of intent of Wipro campus drive in the trailer mail

---------- Forwarded message ---------
From: <manager.campus@wipro.com>
Date: Thu, 24 Sep 2015, 11:11 am
Subject: Letter of Intent - Nethravathi M - Ref. No.: 5455767
To: <nethram6kan@gmail.com>

Campus - Letter Of Intent

September 24, 2015

Dear Nethravathi M,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

I. Your designation would be **Project Engineer**, belonging to career band **Team Rainbow (TRB-II)**.

II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of **Rs. 18000/-** per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.

III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to twelve months post completion of the Training period. The agreement requires you to reimburse **Rs 75000** to Wipro, for the cost of training incurred, in the event you exit before the said period.

a. The salary stack for Project Engineer is as given below:

Component	Amount (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

IV. As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioural skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

a. In addition to the components mentioned above, you will be entitled for Additional Allowance depending on your performance during the initial training program. The totalAnnual Gross therefore will be as indicated in the table below:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category - 1	**27500**	**330008**
Performance Category - 2	**26667**	**320003**

V. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Company Benefits to assist you in maintaining a healthy work-life balance. The details of the benefits are as follows:

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

a. One[redacted] loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. One[redacted] contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Med[redacted] **Rs. 15,000** per annum
d. Medi[redacted] verage up to **Rs. 2 lacs** per annum

Kindly note that [redacted] terms are subject to change at our discretion. Based on the acceptance of this Letter, a detailed appointment letter with the terms and conditions of employment will be issued to you.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to the fulfillment of the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,
For **Wipro Limited**

Rajeev Kumar
Global Head - Campus Hiring

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

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Applying Thought

APPOINTMENT LETTER

January 25, 2016

Mr. Raj Pramodh K M
No.76, MEI layout,
Bagalakunte,
Bangalore- 560073
Karnataka

Dear **Raj Pramodh K M,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. Appointment Details:

a. The date of appointment is effective from the date of joining.

b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No: 5468715

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

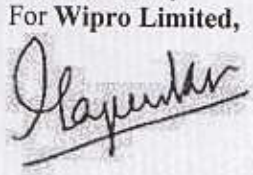
10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**



Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/____ **Signature**.....

Ref No: 5468715

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Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800

WELCOME TO WIPRO

15 Mar, 2019

Dear **Bhuvana B,**

Welcome to Wipro Limited! Congratulations on joining us as **Project Engineer**

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us.

We have an introductory session on your day of joining, which will provide you with a brief overview of Wipro, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive workshop to introduce you to something close to our heart and our way of life the Spirit of Wipro.

The induction session would begin at 8:30 a.m. at:

Wipro Ltd

No 72, Keonics Electronic City Phase 1

Hosur Road

Gate No. 1, Tower 1, Ground Floor, A-Wing

Bangalore - 560100

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you need to accomplish your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life every day. Looking forward to a long term relationship and wishing you all the success at Wipro.

Best regards,

For Wipro Limited,

WIPRO
Applying Thought

APPOINTMENT LETTER

January 25, 2016

Ms. Shalini N
No-24,
Vinayakanagar,
Bangalore-560C90
Karnataka

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Dear **Shalini N.**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appo ntment is effective from the date of joining

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probat onary per od, your appointment will be confirmed ard communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determ ne to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assign nent including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. **Compensation:**

You will be el gible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 3).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this co nponent are listed in Annexure V (P ease refer Page 11). The QPLC program may be changed or nodified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effec ive performance and results during your period of employment and other re evant criteria.

Ref No :5436167

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for the cessation).

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Principal
Sapthagir College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

i. Your failing to clear any remaining backlog papers, and/or
ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard.
iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.

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Website: www.wipro.com, Email: info@wipro.com, CIN No: L32102KA1945PLC020800

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 18/2/2016 **Signature**.....

Ref No :5436167

Registered Office: Wipro Limited, Doddakanneli, Sarjapur Road, Bangalore – 560 035, India. Tel : 91-80-2844 0011, Fax : 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No: L32102KA1945PLC020800

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Applying Thought

Principal
Sapthagiri College of Engineer
14/5, Chikkasandra, Hesaraghatta Main R
Bangaluru - 560 057

ANNEXURE I

CONFLICT OF INTEREST

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

Under this Policy:

a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies

   i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
   ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
   iii. Any existing employee to become associated with, or perform services of any type for any third party.

d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

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c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.

d. For an employee to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.

e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Name: SHALINI N

Date: 8/3/2016 Signature: .....

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14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

b. processing my job application including background verification checks;

c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro

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

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

Name: SHALINI.N

Date: 18/3/2016

Signature .....

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ANNEXURE III

SALARY OFFER SHEET

Name : Shalini N

Position : Project Engineer Career Group: TRB - II

a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.13000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	9340
HRA	4700
Commutation	2500
Wipro Benefit Plan	6561
Total Fixed Cash	**23101**
PF	1130
Gratuity	496
Total Fixed Compensation	**24727**
QPLC	1340
Medical	600
Target CTC	**26667**
Total Annual Gross	**320004**

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

a. Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
b. Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
c. Medical assistance of **Rs. 15,000** per annum.
d. Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: 18/3/2016 Signature: Balu

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ANNEXURE - IV

"I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

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

Name: SHALINI N

Date: 18/3/2016 **Signature:**.....

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ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joinee the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement.

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000 per annum.

b. Under this Mecical Benefit Scheme (MBS), an amount of Rs 50,000 per annum will be reimbursed towards domiciliary treatment of specified illnesses only.

c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization.

d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.

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Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

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

Accommodation, Food & Other Miscellaneous Expenses

a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.

b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following

   i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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1. **Your Life and Accident Cover:**

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.
Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through My Wipro -> People Practices ->India > My Financials -> Medical
The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

2. **Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.
A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.
The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year).
Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

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MEDICAL CHECKUP

Date **January 25, 2016**

Reference Number: 5436167

Dear **Shalini N,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@ icicilombard.com**
Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

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APPOINTMENT LETTER

January 25, 2016

Ms. Shruthi GM
No.125, 4th Main,
AGB Layout, Chikkabanavara Post
Bangalore- 560090
Karnataka

Dear **Shruthi GM,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. Appointment Details:

a. The date of appointment is effective from the date of joining.

b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

c. The retirement age is 58 years.

d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

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3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education

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iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programming languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajender

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/____ **Signature**.....

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Applying Thought

APPOINTMENT LETTER

January 25, 2016

Ms. Yahaswini S
No.97, 6th Main,
Jaladarshini Layout, Sanjaynagar
Bangalore- 560094
Karnataka

Dear **Yahaswini S,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. **Appointment Details:**

   a. The date of appointment is effective from the date of joining.

   b. You will be on probation for a period of 1 year from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.

   c. The retirement age is 58 years.

   d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

   e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

   f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

   a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page 8).

   b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page 11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

   c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time. Your compensation will be reviewed periodically as per Wipro policy.

   d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No: 5461264

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

3. Other Benefits:

You will also be eligible for:

a. Leave, holidays and working hours as applicable to your stream and location of posting.

b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.

c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.

d. Leave Travel Assistance (LTA) as per the policy of Wipro.

e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.

f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.

b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.

c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800

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

6. Assignment of Intellectual Property

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

7. Non-Compete

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

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.
Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

a. The employment terms in this Agreement are subject to change with the change in Wipro policies.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:

   i. Your failing to clear any remaining backlog papers, and/or
   ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 50% in your 10th Standard
   iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800

iv. For Graduates: a. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
b. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

9. Training Agreement:

Training agreement in Wipro is for a total period of 15 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 12 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 15 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.
Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment

11. Online Project Campus:

As part of our ongoing commitment to your continued learning and development before joining Wipro, we have an e-learning initiative 'Online Project Campus'. This online platform enables you to access the assigned learning programs from the convenience of your computer. As you are entering the IT Industry, it is important to have a strong foundation in at least one of the Programing languages, databases and operating systems. The redesigned program provides a greater opportunity for your skill development in C Programming, Java or C++ or C#, Database, Unix Operating System, Testing Concepts and Behavioral skills. After completing the modules you will be required to clear the evaluation which will firm up your joining date into the organization.

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/____ **Signature**.....

Ref No: 5461264

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800

Varnashree. R
1SG12IS060
ISE, 2016

rom: "P, Prathap Kumar" <prathap.kumar.p@hp.com>
Date: 23 August 2016 at 2:16:23 PM IST
To: "vshridiamond94@gmail.com" <vshridiamond94@gmail.com>
Cc: "Parmar, Kamal" <kamal.parmar@hp.com>
Subject: HP Inc. Offer Letter & Joining Instructions - <Varnashree R, 16565166>

Dear Varnashree R,

Congratulations !

We thank you for pursuing a career Opportunity at HP. Please find attached herewith your detailed

Your Applicant ID would be 16565166. Please quote this for any future correspondence with HP.

Instructions to comp ete the pre-onboarding formalit es:

Step 1	*This offer of appointment is subject to positive feedback (in HP's opinion) on your re successful background checks as mentioned in the Offer Letter. Such checks ma appropriate third party. If positive feedback is not obtained, then this offer of appointm If the terms & conditions are acceptable to you, kindly send us an acceptance mail a joining.*
Step 2	Please download the attached Mandatory joining forms and complete it *(Sample copy att*
Step 3	Please refer the attached Pre-onboarding Checklist and ensure to carry all the mar the day of Jo ning –**<Wednesday, 24th Aug 2016>.**
Step 4	Do ensure to carry all the **original copies & a photocopy** of all mandatory docum Production of documents pertaining to your highest education qualification is a documents show that you have not attained the minimum percentage of marks as communication confirming your selection, HP reserves the sole right to terminate the e
Step 5	Upon successful collection & validation of your documents on the joining date, you v program & graduate new orientation program. Joining can be denied in case any produced on the day of joining.
Step 6	Upon successful completion of onboarcing session, you will be part of new emp mentioned address.

Day 1 Reporting Address

Reporting time – 8:00 a.m. sharp
The Grand Magrath Hotel,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Divyashree. S.
1SG12IS017
ISE, 2016

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

AJANTA
TEXTILES
www.ajantatextiles.com

+91 33 2258 2466
+91 9433 829 369
ashish.ajanta@gmail.com

Job Offer Letter

Dear **Deepa R,**

Congratulations!!!

With great pleasure, I extend the following employment offer to you.

Position: Quality Engineer
Issue date: 03/01/2016
Joining Date: 19-08-2016
Salary: 2.5 lakhs per annum

This employment offer is contingent upon the successful completion of medical reference check. Please report to Mr.Brij Mohan Mohta, Managing Director prior to your commencement of employment. This offer is not a contract of employment and either party may terminate employment at any time, with or without cause.

Very truly yours,

Mr.Brij Mohan Mohta

Managing Director

AJANTA TEXTILES

Address: 17, Basant Lal Murarka Road , 4th floor. Kolkata - 700007.

January 16, 2018

Dear Sujay Jayaram,

This is with respect to offer letter **December 20, 2017** appointing you at **HP PPS Services India Private Limited** in the position Technical Solutions Rep II.

Your date of joining agreed between us was **January 10, 2018**.

Your revised date of joining is ***Janaury 24, 2018.***

Pay & Benefits and all other terms & conditions remain unchanged and shall be applicable upon your joining us.

Please sign and return the copy of the appointment letter as a token of your acceptance. In the event you do not commence your employment on the revised date of joining, the above mentioned offer letter shall stand revoked and cancelled.

With best regards,

Sd/-
Mino Thomas
Head Talent Acquisition & Staffing - HP India

*This is an electronically generated letter and hence does not require a signature.

I accept the above referred Pay and Benefits, and the General terms and conditions of employment

Signature: Sujay

Name: Sujay Jayaram

Date: 18/01/2018

Place: Bangalore

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Nara Technologies Pvt. Ltd. Opc.
No. 307, 7th Cross, Shivananda Nagar, NT Sandra
Post, Bangalore, Pin-560075
Ph: 080-69999413
Email: helpdesk@naratechnologies.in
Website: www.naratechnologies.in
Websit2: www.phoenixinc.in

07th of Jan, 2016

Mukhil Padmanabhan,
S/O Padmanabhan NM,
Bangalore - 560073

Dear *Mukhil,*

I am pleased to confirm our verbal offer of employment to you for a ***regular full-time*** position with *Nara Technologies Pvt Ltd (Opc)* as a *Junior Firmware Engineer*, effective *15-01-2016*. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

The details of our offer, including the terms and conditions of your employment, are attached as Schedule "A"

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both *Nara Technologies Pvt Ltd (Opc)* and yourself with respect to your employment conditions, and is governed by the laws of the Province of Ontario. It details the terms and conditions of your employment with *Nara Technologies Pvt Ltd (Opc)*, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

Mukhil, we look forward to welcoming you to the *Nara Technologies Pvt Ltd (Opc)* team and wish you a successful and rewarding career with us.

Sincerely,

For NARA TECHNOLOGIES PVT LTD (OPC)

Rohit Nara DIRECTOR

Rohit Nara,
CEO,
Nara Technologies Pvt Ltd (Opc)

I, *Mukhil*, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined.

Mukhil P

Signature

07/01/2016

Date

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

CHLORBIOS
Creating Green Biotechnology

2015-16
Survey No. 73/2,
Jarakabande Kaval, Yelahanka Hobli,
Via Attur Post, Bangalore - 560 106.
+91 96329 63233 | chlorbios@gmail.com

DATE : 02/03/2016

OFFER LETTER

Dear SWATHI,

Congratulations and welcome aboard CHLORBIOS, we are delighted to have you in our exciting team!

We are offering you the position of **"Executive Trainee"**, *with effect from* **July 29th 2016, with the consolidated salary of Rs 16,500/-(Sixteen thousand and five hundred only) per month.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to MR.ROHIT RAJ, Managing Director, on or before **July 29th 2016,** prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of CHLORBIOS to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at CHLORBIOS.

If you have any questions of comments, please call me immediately.

Very truly yours,

02/03/2016

MR.ROHIT RAJ,
Managing Director

CHLORBIOS
#73/1, Jaraka Bande Kaval,
Via Attur Post, Yelahanka Hobli
Bangalore - 560 064

PRIME
www.primetutor.in

+91 98310 88815
info@primetutor.in

DATE: 02/03/2016

OFFER LETTER

Dear CHAITRA P,

Congratulations and welcome aboard PRIME, we are delighted to have you in our exciting team!

We are offering you the position of ***"Management Trainee"***, *with effect from* **July 28th 2016, with the Annual CTC of Rs. 2.4 LAKHS/-.** The terms of our offer and the benefits currently provided by the Company are as follows:

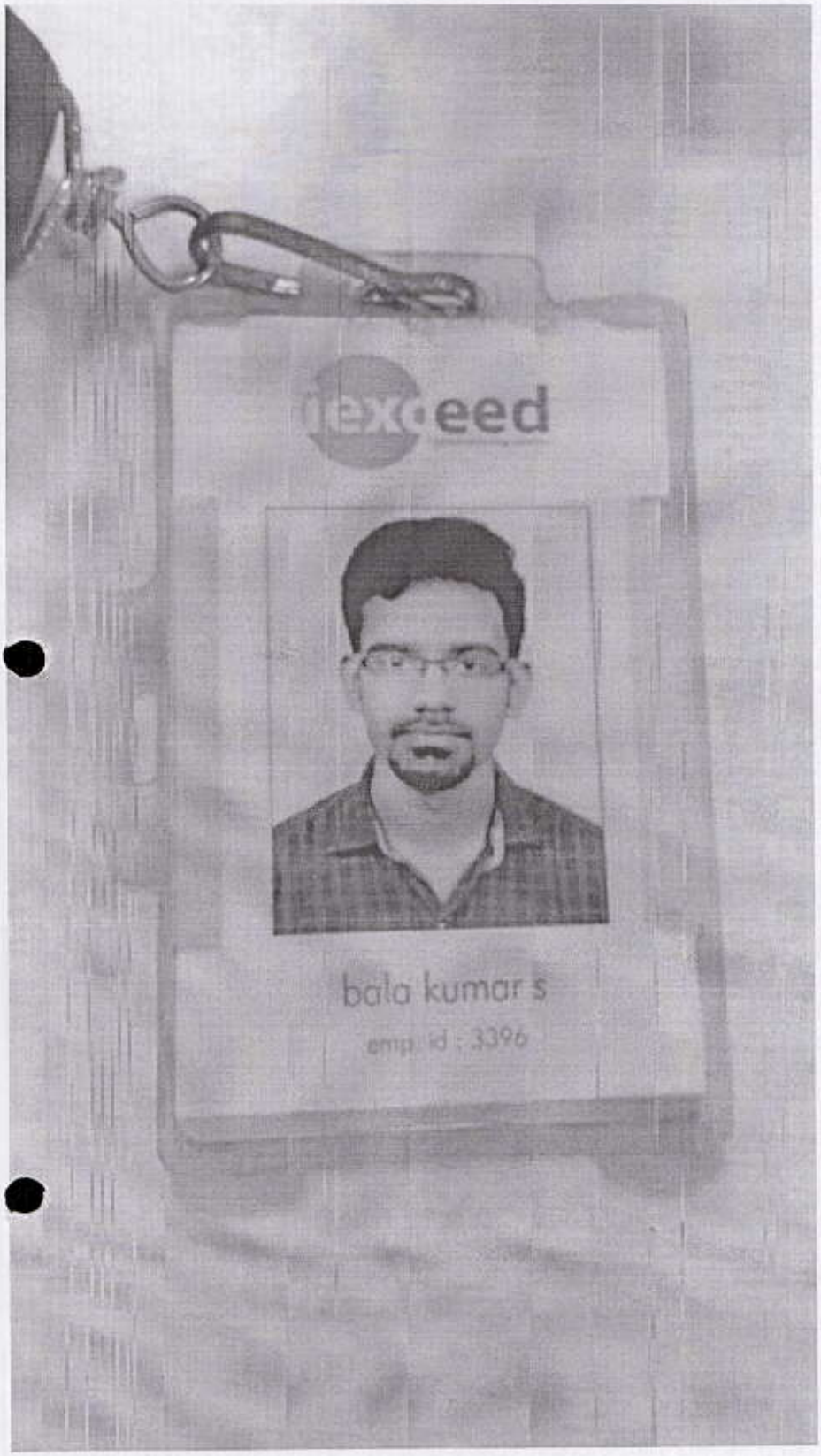
Please report to Sri.LOKNATH SONI, Director, on or before *from* **July 28th 2016,** prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of PRIME to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

If you have any questions of comments, please call me immediately.

Very truly yours,

Sri.LOKNATH SONI,
Director

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057



Balakumar S
1SG12IS015
ISE, 2016

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Date: 1-August-18

Ref: i-exceed/HR/OFF/2018-63

Sateesh B R,
Bangalore.

Appointment Offer

Dear Sateesh,

This has reference to the various discussions you had with us and we are pleased to offer you the position of **"Software Engineer"** based at Bangalore. This offer is subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the offer

1. **Pre-requisites.**

Your appointment will be subject to your being found medically fit. The medical check-up will be done by our medical panel.

You will have to bring Xerox copies of the following documents along with originals at the time of joining:

i. All educational qualifications/certificates from Class X to your highest education.
ii. Your detailed mark sheets for the last degree you acquired.
iii. Previous employment relieving letters.
iv. Passport.
v. 6 copies of your latest passport size colour photographs.

Your appointment will be subject to verification of your certificates against the information provided by you in your resume and application form.

2. **Salary & Benefits.**

The compensation will consist of the following.

Salary Structure	Per Annum (Rs.)	Monthly (Rs.)
Basic	1,30,200	10,850
HRA	52,080	4,340
Conveyance Allowance	28,800	2,400
CCA	98,796	8,233
PF Co Cont.	15,624	1,302
One time Payables		
Performance Bonus $	24,500	
Total CTC	3,50,000	

$ - This is an indicative amount. Actuals may vary based on performance of the company and the individual. The amount will be paid as per the rules of the company and is payable subject to the employee being on the rolls of the organization at the time of announcement of the payment.

Principal
Sahyadri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

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3. **Joining Date.**

You are requested to report at our offices for completion of joining formalities, in Koramangala, Bangalore on or before 1-August-2018 at 10:00 A.M.

4. **Increments and Promotions.**

You will be eligible for salary increments from time to time, the value of which will depend on your performance. Your performance will be reviewed by your supervisors on a regular basis as per the practice followed by the company.

Promotions to higher grades will depend primarily on your performance and potential, and also on the availability of vacancies at senior level positions.

5. **Working Week & Leave.**

We work five days a week from Monday to Friday. The normal working time is from 9:30 A.M to 5:30 PM, with a lunch break of 30 minutes.

All employees are eligible for 20 calendar days privilege leave and 6 medical leaves per annum.

6. **Overseas Travel.**

You may be required to travel overseas for business purposes. All expenses including, flight tickets, hotel accommodation etc., will be paid by the company. You must have a valid passport while joining the company and a copy of the passport must be deposited with the company. Company will take responsibility for arranging travel visas and other formalities.

You are expected to follow all local laws and regulations during such visits along with Laws and regulations of your country of residence and/or citizenship.

7. **Posting.**

You are now posted at Bangalore but can be transferred to any of our other offices or offices of our affiliates, clients or associates, existing or in future, in India or abroad at the sole discretion of the Company.

8. **Notice Period & Termination of Employment.**

The minimum notice period for termination of employment will be 60 days on either side.

Notwithstanding anything contained above the Company reserves the right to terminate your employment with the Company:

i. by giving two months' notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;

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If any of the clauses or sub clauses of this Appointment Order become invalid or be so judged, the remaining clauses or sub clauses shall remain in full force and effect.

If you agree to these terms and conditions, kindly return the counterpart of this letter enclosed herewith duly signed within seven days of your receiving it. If you require any additional information or clarification regarding the same please do not hesitate to contact us.

Yours Sincerely,
For i-exceed technology solutions private limited

R Vijayakrishnan
General Manager - HR

I have read and understood the terms and conditions of the above appointment order and I unconditionally accept the same without any reservations whatsoever.

To be signed by Applicant

Date:

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Date: 30-Jul-16

Ref: i-exceed/HR/OFF/2016-94

Kavya Ravi,
Bangalore.

Appointment Offer

Dear Kavya,

This has reference to the various discussions you had with us and we are pleased to offer you the position of **"Software Engineer"** based at Bangalore. This offer is subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the offer

1. **Pre-requisites.**

Your appointment will be subject to your being found medically fit. The medical check-up will be done by our medical panel.

You will have to bring Xerox copies of the following documents along with originals at the time of joining:

i. All educational qualifications/certificates from Class X to your highest education.
ii. Your detailed mark sheets for the last degree you acquired.
iii. Previous employment relieving letters.
iv. Passport.
v. 6 copies of your latest passport size colour photographs.

Your appointment will be subject to verification of your certificates against the information provided by you in your resume and application form.

2. **Salary & Benefits.**

The compensation will consist of the following.

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Basic	1,30,200	10,850
HRA	52,080	4,340
Conveyance Allowance	28,800	2,400
Medical Allowance	15,000	1,250
Telephone Allowance	36,000	3,000
LTA	40,000	3,333
CCA	7,796	650
PF Co Cont.	15,624	1,302
One time Payables		
Performance Bonus $	24,500	
Total CTC	3,50,000	

$ - This is an indicative amount. Actuals may vary based on performance of the company and the individual. The amount will be paid as per the rules of the company and is payable subject to the employee being on the rolls of the organization at the time of announcement of the payment.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

FIRST RESOURCE
real estate solutions

Job Offer Letter

Date: 16-02-2016

Dear Anubhav,

We are pleased to offer you the position of H R Trainee at FIRST RESOURCE Company.

Your job will commence on 15-08-2016 and your starting salary will be 2 Lakhs per annum.

Please report to Mr. Veerendra Kumar, Managing Director on 10-08-2016 prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of FIRST RESOURCE Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at FIRST RESOURCE Company.

If you have any questions of comments, please call me immediately.

Very truly yours,

16/2/16

Mr. Veerendra Kumar

Managing Director

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Date: 16-Mar-16

Ref: i-exceed/HR/Campus/OFF/2016-14

Name: Jatram Akshay,
College: Sapthagiri College of Engineering, Banga ore.

Offer of Intent

Dear Jatram,

Congratulations!

We are pleased to make you this offer of intent for the position of **Software Engineer - Trainee**. Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Your gross salary including all benefits will be Rs.3,50,000/- per annum. Please note this Offer is not an offer or offer of employment or a legally binding contract of employment.

The contents of this Offer are strictly between you and i-exceed technology solutions pvt. ltd.. Please treat this Offer and the contents hereof as personal and confidential.

This Offer is valid subject to you:

- Successfully completing internship with i-exceed technology solutions pvt. ltd. with satisfactory performance.
- Not having more than 4 re-attempts during your B.E / B.Tech securing an average of 60% and above across all semesters.
- Passing the final year examination of B.E / B.Tech in the first attempt.
- Securing 60% and above in SSC, HSC and /or Diploma.
- Being found medically fit by an authorized doctor and authorizing no significant medical history.
- Submitting all necessary documents at the time of joining.
- Not more than 24 years of age as on 1st July, 2015.
- Not having more than one year of academic gap.

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, i-exceed technology solutions pvt. ltd. reserves the right to revoke this Offer of Intent without any notice.

You will be continuously assessed during your internship period. If you do not complete the class room/on the job training to our satisfaction during this period, your appointment automatically stands cancelled.

Regd Office: 2nd Floor, SJR Padukone Plaza, #31, 100 Feet Road, 2nd Block, Koramangala, Bangalore - 560 034, India
CIN No. U72900KA2011PTC058640, Ph: +91 80 6758 9555, Fax: +91 80 6758 9599
Email id: info@i-exceed.com, Website: www.i-exceed.com

Date: 16-Mar-16

Ref: I-exceed/HR/Campus/OFF/2016-15

Name: Lavanya Krushnaiah,
College: Sapthagiri College of Engineering, Bangalore.

Offer of Intent

Dear Lavanya,

Congratulations!

We are pleased to make you this offer of intent for the position of **Software Engineer - Trainee.** Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Your gross salary including all benefits will be Rs.3,50,000/- per annum. Please note this Offer is not an offer or offer of emplcyment or a legally binding contract of employment.

The contents of this Offer are strictly between you and i-exceed technology solutions pvt. ltd.. Please treat this Offer and the contents hereof as personal and confidential.

This Offer is valid subject to you:

- Successfully completing internship with i-exceed technology solutions pvt. ltd. with satisfactory performance.
- Not having more than 4 re-attempts during your B.E / B.Tech securing an average of 60% and above across all semesters.
- Passing the final year examination of B.E / B.Tech in the first attempt.
- Securing 60% and above in SSC, HSC and /or Diploma.
- Being found medically fit by an authorized doctor and authorizing no significant medical history.
- Submitting all necessary documents at the time of joining.
- Not more than 24 years of age as on 1st July, 2015.
- Not having more than one year of academic gap.

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, i-exceed technology solutions pvt. ltd. reserves the right to revoke this Offer of Intent without any notice.

You will be continuously assessed during your internship period. If you do not complete the class room/on the job training to our satisfaction during this period, your appointment automatically stands cancelled.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Regd Office: 2nd Floor SJR Padukone Plaza, #51, 100 Feet Road, 2nd Block, Koramangala, Bangalore - 560 034 India
CIN No: U72900KA2011PTC058640, Ph: +91 80 6758 9555, Fax: +91 80 6758 9599
Email id: info@i-exceed.com, Website: www.i-exceed.com

This Offer is also contingent upon the medical fitness to be determined by the Company and the date for your employment.

Your employment will be governed by the rules, regulations and policies of the Company.

If the above stated terms are acceptable to you, kindly take a print, sign and send this Offer of Intent to us. In case you require any additional information or clarification regarding the same please do not hesitate to contact us.

Looking forward to a long and fruitful association with you.

Yours Sincerely
For I-exceed technology solutions private limited,

Vijaya Krishnan. R

R Vijayakrishnan
General Manager - HR

I have read and understood the terms and conditions of the above appointment order and I unconditionally accept the same without any reservations whatsoever.

Lavanya. K.

(Candidate's Signature)

Date: 16/03/2016

Date: 16-Mar-16

Ref: i-exceed/HR/Campus/OFF/2016-10

Name: Rajeev Ranjan Mishra,
College: Sapthagiri College of Engineering, Bangalore.

Offer of Intent

Dear Rajeev,

Congratulations!

We are pleased to make you this offer of intent for the position of **Software Engineer - Trainee**. Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter, which will outline the specific employment terms and conditions. Your gross salary including all benefits will be Rs.3,50,000/- per annum. Please note this Offer is not an offer or offer of employment or a legally binding contract of employment.

The contents of this Offer are strictly between you and i-exceed technology solutions pvt. ltd. Please treat this Offer and the contents hereof as personal and confidential.

This Offer is valid subject to you:

- Successfully completing internship with i-exceed technology solutions pvt. ltd. with satisfactory performance.
- Not having more than 4 re-attempts during your B.E / B.Tech securing an average of 60% and above across all semesters.
- Passing the final year examination of B.E / B.Tech in the first attempt.
- Securing 60% and above in SSC, HSC and /or Diploma.
- Being found medically fit by an authorized doctor and authorizing no significant medical history.
- Submitting all necessary documents at the time of joining.
- Not more than 24 years of age as on 1st July, 2015.
- Not having more than one year of academic gap.

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, i-exceed technology solutions pvt. ltd. reserves the right to revoke this Offer of Intent without any notice.

You will be continuously assessed during your internship period. If you do not complete the class room/on the job training to our satisfaction during this period, your appointment automatically stands cancelled.

Principal
Sapthagiri College of Engineering
Chikkasandra Hesaraghatta Road,
Bangalore-560 057

TARUN TECHNOLOGIES

Ref. : TARUN / 2015-16/19

Date : 17/02/16

OFFER LETTER

Dear Vinod Panduranga Patil,

We are pleased to offer you **full time** position of **Testing Engineer** at **Tarun Technologies.**

We are selecting you on the basis of your performance in the interview. Given below are the details of benefits, compensation, terms, and condition of your job with Tarun Technologies.

We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum .**

You will be reporting to **Mr. Ravi Prasad** starting on **25/08/2016** at **Tarun Technologies..**

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You can call or email us for further information. We look forward to hearing from you.

Very truly yours,

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Mr. Ravi Prasad,
CEO

for TARUN TECHNOLOGIES
C.S. Ravi Prasad.
Director

No. 767, 14th Cross, 1st Phase, J.P. Nagar, Bangalore - 560 078. E-mail : raviprasadcs20@gmail.com

wd: Joining Date - Torry Harris Business Solutions

umith <sumithboss@gmail.com> Thu, Nov 21, 2019 at 9:49 PM
): rekhasn@sapthagiri.edu.in

---------- Forwarded message ---------
From: **Campus** <campus@thbs.com>
Date: Tue, 24 May 2016, 11:05
Subject: Joining Date - Torry Harris Business Solutions
To: <sumithboss@gmail.com>

Dear Sumit

Hope you are doing good and eagerly waiting to join THBS, we are also equally excited to welcome you into the THBS family. We have already shared your Employment/Engagement letter directly or through your placement office and we believe that all of you have received the same.

Your Date of Joining will be: ***9/15/2016*** (M/DD/YYYY)

There will be no change to your joining date. If in case we have to change your joining date due to some unavoidable circumstances, then the new date will be communicated at least a week prior to your above mentioned joining date.

Venue:

Torry Harris Business Solutions P LTD

[redacted]d Floor,

No 71, Sona Towers,

Millers Road,

Bangalore -52

Time: **8.45 am**

On the Joining day you need to carry the following documents

- Copy of the THBS letter
- Copy of this email
- Original Marks sheet starting from 10th till BE/B.Tech (including provisional degree or course completion certificate) + 1 set photocopy
- Original Medical certificate (Physical Fitness) from a registered practitioner
- PAN Original + 1 photocopy
- Original Address proof (Driving License, Ration card, Voters Id, Aadhaar or Passport) + 1 photocopy. If you have not applied for your passport kindly apply before joining.
- [redacted] passport size photographs with **white background**

Dress Code: **Formals**

Please do regularly check your emails so that you don't miss any important communication related to your joining formalities.

In case of any query please feel free to write. Email id: s_charan@thbs.com or campus@thbs.com

Regards

Campus Recruitment Team

Torry Harris Business Solutions P Ltd

campus@thbs.com

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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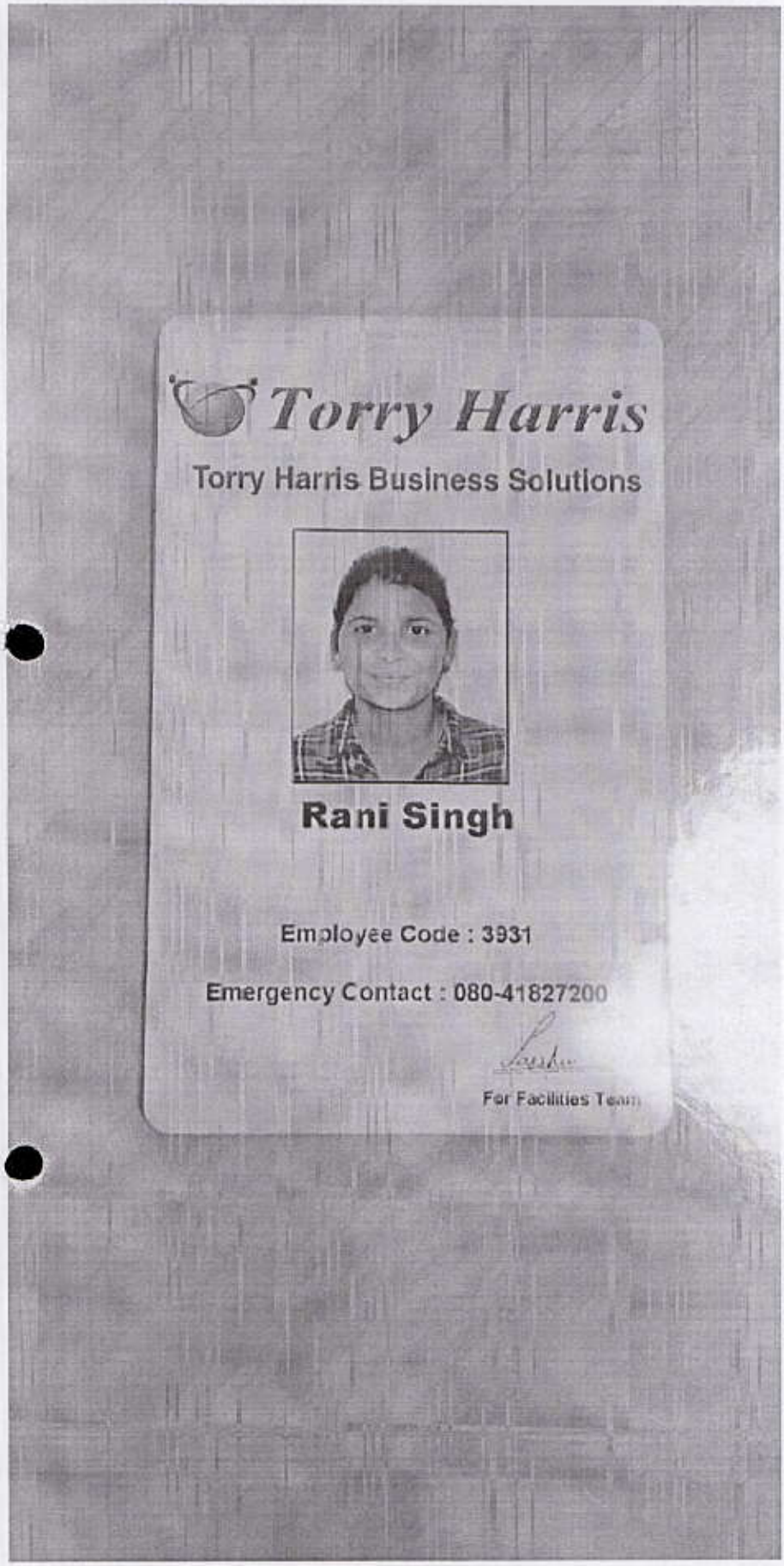
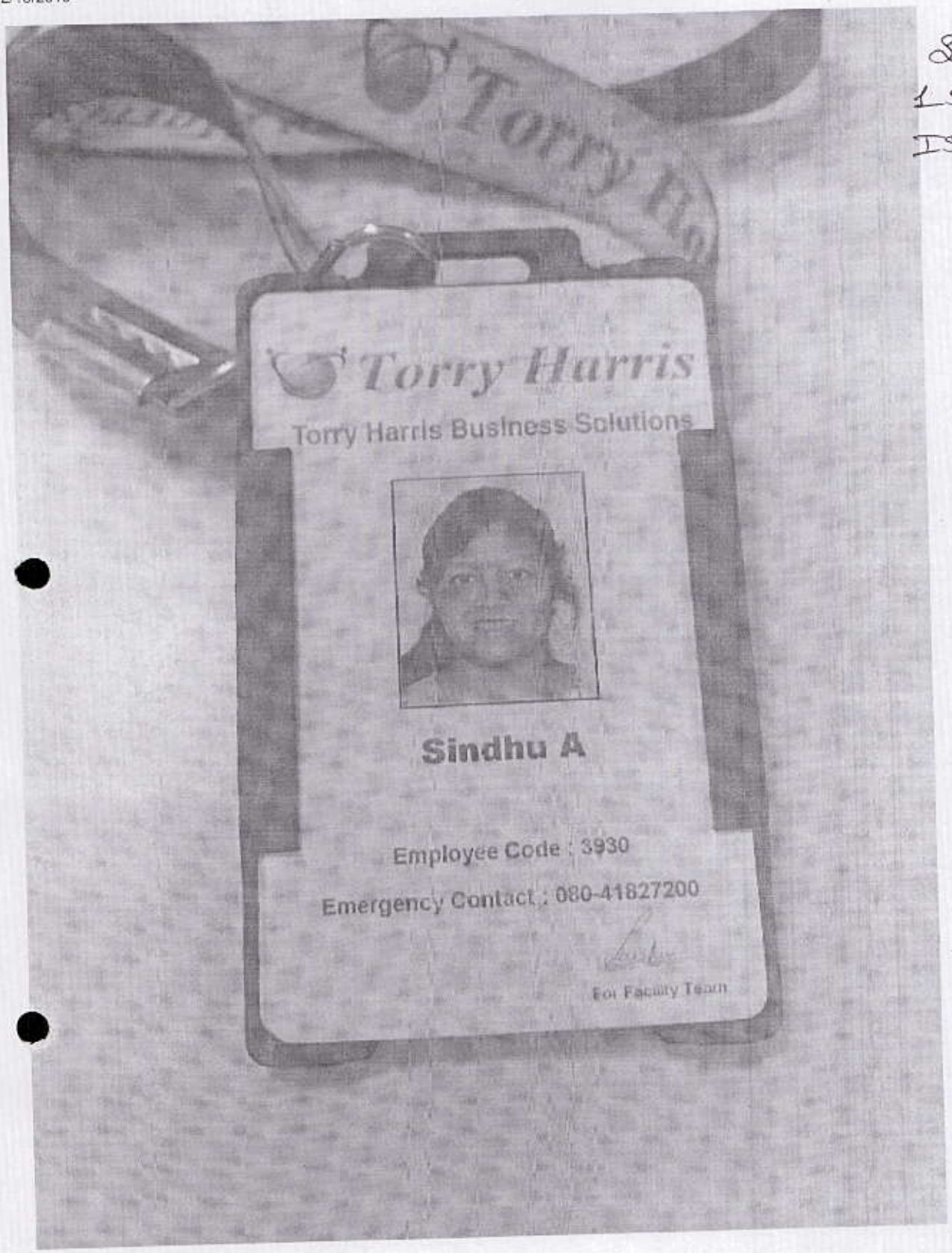
Rani Singh
1SR12IS040
ISE, 2016



Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057



Sindhu. A
1Ser12IS050
ISE, 2016

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Torry Harris

2

Ref No: OL/THBS/0317/29
March 17, 2017

Private & Confidential

Mr. Venkatesh S
Bangalore

Dear Venkatesh S,

With reference to the discussions you have had with us, we are pleased to offer you the position as **Associate Software Engineer-Trainee** at *Torry Harris Business Solutions (THBS)* at Bangalore.

THBS is a global software company with presence in India, Europe, Middle East, Far East and USA. Our goal is to be an industry-leader with a reputation for excellence, focus on quality and our emphasis on absolute customer satisfaction. As we endeavor to expand our business in the international markets, we are keen to have you on board.

We believe that THBS can offer you the right mix of professional growth, leadership opportunities, business experience and financial gains over the long term. The career growth potential for you is tremendous and you will have the unique satisfaction of influencing and building a leading software company.

Your **Gross Salary** will be **Rs. 300,000/- (Rupees Three Lakhs Only)** per annum. You will be entitled for a Performance Linked Pay of up to **Rs. 50,000/- (Rupees Fifty Thousand Only)** per annum, payable as per the Performance Linked Pay Policy.

You will be on Probation for a period of **6 (Six) months** from the date of joining. A performance review will be done as per the Company's policy for confirmation.

Your appointment is conditional upon you being certified medically fit by a registered medical practitioner and is contingent upon the successful completion of background investigation process.

THBS also reserves the right to withdraw the offer made to you even after the acceptance of such offer by you, if Torry Harris becomes aware of any material information that may have been concealed or misrepresented by you at the time the offer was made.

This is only an offer letter and does not entitle you for an appointment. On completion of all the joining formalities and fulfilling all documentation requirements you will be formally appointed and inducted in to the organization. Post your successful completion of training, you will be posted in any location where THBS is operating from, this could be at a Software Economic Zone (SEZ) location. This will be informed to you post completion of your training.

You are requested to return the duplicate copy of this offer duly signed to indicate your acceptance of the compensation package and employment with Torry Harris Business Solutions within 24 hours of issue of this letter. Your tentative joining date with THBS is **March 23rd 2017**.

At the time of joining, you are required to submit the following documents:

- Four recent passport size photographs.
- Photocopies of all relevant educational certificates and mark list starting from Xth Grade.
- Photocopy of all the pages of your passport or Driving License or Voter ID card (mandatory).

Looking forward to having you on board!

For Torry Harris Business Solutions (P) Ltd,

G.Shivdayal Charan
Asst. Manager – HRD

Accepted By:

Venkatesh S
Date: 23/03/2017

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057.

Manasa A
1SG12IS048
2017-18, ISE

Ref No: OL/THBS/0619/17
June 12, 2019

Private & Confidential

Ms. Manasa A
Bangalore

Dear Manasa A,

With reference to the discussions you have had with us, we are pleased to make you an offer for the position of a **Associate Software Engineer - Trainee** at **Torry Harris Business Solutions (THBS)**; Bangalore, India.

THBS is a global software company with presence in Europe, Far East, India, Middle East and USA. Our goal is to be an industry leader with a reputation for excellence, focus on quality and our emphasis on absolute customer satisfaction. As we endeavor to expand our business in the international markets, we are keen to have you on board.

We believe that **THBS** can offer you the right mix of professional growth, leadership opportunities, business experience and financial gains over the long term. The career growth potential for you is tremendous and you will have the unique satisfaction of influencing and building a leading software company.

Your **Gross Salary** will be **Rs. 350,000/- (Rupees Three Lakhs Fifty Thousand Only)** per annum. You will be entitled for a **Performance Linked Pay** of up to **Rs. 50,000/- (Rupees Fifty Thousand Only)** per annum, payable as per the Performance Linked Pay Policy.

You will be on **Probation** for a period of **6 (Six)** months from the date of joining. A performance review will be done as per the Company's policy for confirmation.

Your appointment is conditional upon you being certified medically fit by a registered medical practitioner and is contingent upon the successful completion of a background investigation process.

THBS also reserves the right to withdraw this offer made to you even after the acceptance of such an offer by you if **THBS** becomes aware of any material information that may have been concealed or misrepresented by you at the time this offer was made.

This is only an offer letter and does not entitle you for an appointment. On completion of all the joining formalities and fulfilling all documentation requirements, you will be formally appointed and inducted into the organization. On successful completion of your training, you will be posted in any location of THBS depending on the requirement of the projects. This will be informed to you on completion of your training.

You are requested to return the duplicate copy of this offer duly signed to indicate your acceptance of the compensation package and employment with **June 20, 2019.**

At the time of joining, it is a **mandatory requirement** for you to submit the following documents:

- Four recent passport size photographs
- Photocopies of all relevant educational certificates and mark sheets starting from Grade X
  Photocopies of all the pages of your passport **or** driving license **or** voter ID card

Looking forward to having you on board!

For Torry Harris Business Solutions (P) Ltd,

G. Shivdayal Charan
Manager - HRD

Accepted By:

Manasa A
Date:

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

P R D C®
विज्ञानेन शान्तिं लभन्ते

Power Research & Development Consultants Private Limited

#5, 11th Cross, 2nd Stage, West of Chord Road, Bengaluru -560086, INDIA
Corporate Identity Number (CIN) : U72200KA1994PTC015487
Phone: +91 - 80 - 4245-5555 / 2319-2209 / 2319-2159
Fax: +91 - 80 - 4245-5556 / 2319-2210
E-mail: prdc@vsnl.com Website: www.prdcinfotech.com

Ref: PRDC/OFL/2016-17
Date: 20th June 2016

Dear Rajesh Vasudevan Nair,

Congratulations!

Welcome to the PRDC family.

PRDC provides better career opportunity and growth for PRDCians and we sincerely believe that you will also grow with our company and build a successful profession.

We are delighted to inform that you have been chosen to be a part of our team. We are pleased to offer you the position **Engineer** on the following terms and conditions.

1. Your annual CTC will be ` 2, **80,000** (Rupees Two lakh and Eighty thousand only).
2. Your Joining Date will be informed to you in the month of July 2016.
3. You will be on probation for 12 months from the date of joining which may be extended at the discretion of the company.
4. You will serve the company for not less than 30 months (inclusive of initial 12 months training period) by executing a bond with the company
5. In order to comply with the company's Policy and Procedure, please bring the following along with a set of photo copies at the time of joining:
   - ✓ Completed Educational and Professional certificates (Original with photo copy)
   - ✓ Professional referrals
   - ✓ Passport size photos, PAN card, Address proof, Passport, Aadhar, Voter ID copies

We are confident that you will build a long term association with us which would be memorable & mutually rewarding.

With Regards,
for **Power Research & Development Consultants Pvt Ltd.**

Mamatha Nagaraja
Director, Human Resources

Rajesh
I agree

Principal
Sapthagiri College of Engg
#4/5, Chikkasandra, Hesaraghatta M...
Bengaluru - 560 057

Triveni TURBINES

Ref. HR/APP/2016-17/30

Date: 01-Jul-16

Ms. Sushmitha C
#29, SRI KRUPA,
7th Main, 21st Cross, CHBS Layout,
Vijaynagar, Bangalore-560040

Dear Sushmitha,

Further to our offer letter dated 19-Mar-16 we are pleased to appoint you in the position of Graduate Engineer Trainee in the salary grade SG-1, with effect from 01-Jul-16 as per employment terms & Conditions mentioned herein. This position is initially based in Bangalore but is assignable and transferable anywhere in India or abroad.

1. Your Compensation & Benefit structure is as per the attached worksheet and will be reviewed appropriately based upon your performance / accomplishments. You will be under training cum probation for a period of two years from the date of joining.

   - Your basic salary will be Rs.11810/- per month (Eleven Thousand Eight Hundred and Ten Only)
   - You would be entitled to House rent allowance @ 60 % of your basic salary
   - You will be reimbursed Conveyance Expenses up to Rs.2300/- per month
   - You would be entitled for Special Allowance of Rs.6470/- per month.
   - You will be reimbursed Medical Expenses not exceeding Rs.15000/- per annum
   - You will be entitled to Leave Travel Allowance up to Rs.7000/- per annum, as per Company rules
   - You will be eligible for Retention Bonus as per the Scheme.
   - Provident Fund, Gratuity, Group Mediclaim and Group Term Insurance for yourself, Leave and all other benefits will be applicable to you as per rules of the Company.
   - Provident Fund and Gratuity will be payable only on the basic salary.

2. On successful completion of your training cum probation period, you shall be confirmed and absorbed in Salary Grade SG-2 of the company as per the trainee scheme. The training cum probation period may be extended at the discretion of the Management if your performance is not found satisfactory.

3. During training cum probation period, you will be entitled to Privilege leaves as is applicable to employees at your level. Your training will be extended by the number of days leave taken in excess of Privilege leave you are entitled to during the training period.

4. You will be required to effectively carry out all duties & responsibilities assigned to you & your subordinates. Your performance will be subject to annual appraisal by your superior.

5. You will be a whole time employee of the Company and it is expected of you to devote, your whole time attention to the interests of the Company. You will ensure that, no other activity or interest clashes with your duties, in the Company or hinders or obstructs your attention to it.

6. Your duties will include responsibility for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As a responsible officer of the Company, you will maintain a high standard of loyalty, efficiency, integrity, secrecy, supervision and control and will be responsible for execution of the decisions taken by the Management from time to time. You will assign and supervise the work of the employees working under you and guide them independently in efficient discharge of their duties and also ensure discipline on the part of your subordinates.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Sumithra T
1Ser12IS055
ISE, 2016

Regards,
Sumithra T

---------- Forwarded message ---------
From: **Girish L** <O_GirishL@microland.com>
Date: Thu, Aug 4, 2016, 4:05 PM
Subject: Microland - Update
To:

Dear Candidate,

Greeting from Microland..!

Hope you are doing great.
In continuation to our earlier communication on your selection for the position of Service Executive – Service Desk, this is to inform you that you are being considered for on-boarding in the forthcoming batches.
Kindly arrange to send your updated resume at the earliest.
We thank you for your interest to peruse your career with Microland.

Regards,
Girish L | Talent Fulfilment | Microland Limited

P: +91 80 3918 0922 | M: +91 9900068818

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Principal
Sapthagiri College of Engineering
14/5 Chikkasandra, Hesaraghatta Main Road
Bangalore - 560 057

TARUN TECHNOLOGIES

Ref. : TARUN/15-16/20 Date : 17/02/2016

OFFER LETTER

Dear Bhagya Lakshmi J P,

We are pleased to offer you **full time** position of **Desktop Engineer** at **Tarun Technologies.**

We are selecting you on the basis of your performance in the interview. Given below are the details of benefits, compensation, terms, and condition of your job with Tarun Technologies.

We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum** .

You will be reporting to **Mr. Ravi Prasad** starting on **25/08/2016** at **Tarun Technologies.**.

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You can call or email us for further information. We look forward to hearing from you.

Very truly yours,

Mr. Ravi Prasad,
CEO

FOR TARUN TECHNOLOGIES
C.S. Ravi Prasad

S.R. TECHNOLOGIES

Job Offer Letter

Date: 16-02-2016

Dear Jannat UL Firdous,

We are pleased to offer you the position of H R Trainee at FIRST RESOURCE Company.

Your job will commence on 15-08-2016and your starting salary will be 2 Lakhs per annum.

Please report to Mr. Veerendra Kumar, Managing Director on 10-08-2015 prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of FIRST RESOURCE Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at FIRST RESOURCE Company.

If you have any questions of comments, please call me immediately.

Very truly yours,

Mr. Veerendra Kumar

Managing Director

#29 D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road
Bengaluru-560 091 INDIA E-mail:- srtechnobir@gmail.com

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Niveda V,
SCE, Bangalore -560057

Dear Niveda V,

We are pleased to offer you the position of Marketing Trainee at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.75 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours.

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

S.R. TECHNOLOGIES

OFFER LETTER

Date: 12-02-2018

To
Thejaswy K Prasad
SCE, Bangalore -560057

Dear Thejaswy K Prasad,

We are pleased to offer you the position of Desktop Engineer at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2018 and your starting salary will be 2.75 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies. Bangalore.**

If you have any questions or comments, please call me immediately.

Very truly yours,

S.R. TECHNOLOGIES Bangalore-91

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

Dell International Services India Pvt. Ltd.
Divyashree Greens, No 12/1, 12/2A & 13/1A,
Koramangala Inner Ring Road,
Domlur Post, Bengaluru-560 071,
Karnataka, India.
Tel : +91 80 2807 7300
www.dell.com

Sneha R.
1SG12IS051
ISE, 2016

Date: June 2, 2016

Sneha R Manakikar
Bangalore
India

Dear Sneha,

LETTER OF APPOINTMENT

Congratulations! We have pleasure in making an offer to you for the post of **Tech Analysis Sr. Associate - Bengaluru.** We expect you to join the company on or before **July 11, 2016.** You will be a part of the Dell International Services India Private Limited legal entity.

Dell believes in a work culture that encourages "Winning with Integrity", performance and transparency. Winning is in our DNA. Whether it is delighting customers, innovating products or engineering a new tomorrow, you will find Dell is the place for a successful career.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us !

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and Invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,

Savneet

Savneet Shergill
Talent Acquisition Director

Scanned by CamScanner

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

sneha

Bakula Keerthi chandra
1SG12IS014
2015-16, ISE

March 4, 2019

Bakula Keerthi Chandra
#307, 3rd floor, #103/1 Sai Sumukha Telecom Clusters,
New Timber yard layout,
Mysuru road
Bengaluru 560026
Karnataka
India

Dear Bakula Keerthi Chandra,

This has reference to the resignation letter submitted by you. We would like to inform you that it has been accepted. You are relieved from your services on close of business hours of **January 21, 2019.**

Given below are your service particulars in Dell:

Badge	986743
Name	Bakula Keerthi Chandra
Designation	Analyst, IT Service Operations
Date of Joining	July 11, 2016
Date of Relieving	January 21, 2019

With Best Wishes,
For Dell International Services India Pvt. Ltd.

Deepika Reddy

Deepika Reddy
Senior Director, HR Shared Services

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Scanned by CamScanner

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Roma Bharathi,
SCE, Bangalore -560057

Dear Roma Bharathi,

We are pleased to offer you the position of Marketing Trainee at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.75 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

Total Award Statement
Q3 FY20

n Member Name: Shivam Kumar

n Member Badge: 990852

ctional Leader: Saji

e pleased to recognize your contributions to Dell with this award. Our success as a company depends on your individual perform
t's important that we reward the actions and behaviors that are helping us win. Thank you for your commitment to executing o
gy and living our Culture Code.

	Current Status	New Status
Title:	Senior Analyst, Data Intelligence Engineer	Senior Analyst, Data Intelligence Engineer
Code:	D04159	D04159
er Level:	I6	I6
l Base Pay:		
%:		
ease Amount:		
ease %:		
ctive Date:		1 October 2019

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Vinay
1 Sr 12 IS063
ISE, 2016

Odessa Technologies®

15th September, 2015

OFFER LETTER

Dear Vinay,

On behalf of Odessa Solutions Private Limited ("Odessa / the Company"), I want to thank you for your interest and the time you have devoted to assessing your career opportunities with Odessa. We are impressed with your accomplishments and believe that you have the requisite skills to be a successful addition to the Company.

In this regard, I am pleased to offer you the opportunity to join Odessa in the capacity of a **'Level 1'** employee designated as **Trainee - Software Engineer**. You are required to join office not later than June 2016("Date of Joining"). Your employment with Odessa will commence from the Date of Joining and is subject to completion of all joining formalities.
You will be on probation for a period of 6 months. We will do a performance assessment of your work for the previous 6 months, post which your employment will be confirmed.

We believe this is an excellent career opportunity for you and that we can offer you the challenges needed to grow professionally. The terms and conditions of this offer will be set forth in the Employee Agreement you will be expected to sign when you begin work. Briefly these include:

Compensation:

Your annual compensation (cost to company) will be INR 3,80,000.

Your compensation in succeeding years will be considered for upward adjustment as part of our normal performance review process.

You will be paid a training allowance of INR 15,000 /- during the first three months of your employment at Odessa as Trainee- Software/Quality Engineer. Post this, your remuneration of INR 3, 80,000 would be made effective.

Note: Before completion of your academics, if you join us as an intern, you will be paid a stipend of INR 6,500. Your internship period will be until you complete your academic course.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Odessa
Technologies®

Please return the signed and dated copy of this document to the HR Department .The original document is for your reference.

Sincerely,

Jay Mehra

Jay Mehra

Managing Director
Odessa Solutions Private Limited

Acknowledged and agreed:

_____
Name of employee
Date: _____

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Odessa Technologies®

Below is your compensation structure with reference to your employment agreement:

Basic Salary (per annum) 30% of CTC	1,14,000
HRA	45,600
Conveyance	19,200
Allowance for encouraging academic, research and other professional pursuits (5% of basic)	5,700
Special allowance / available for Flexible Benefit Plan (FBP)	1,47,657
Medical Reimbursement	15,000
PF 24 % (optional)	27,360
Gratuity	5,483
Total CTC	**3,80,000**

Note: The Employer contribution for PF will be part of your CTC in case you are opting for PF.

You are free to allocate your Flexible Benefits Plan's amount among the following allowances and reimbursements subject to the given limitations. You can allocate FBP by declaring in the specified declaration format.

Options Available	Limit	Income Tax benefit
Allowances		
Leave Travel Assistance (LTA)	Maximum up to 5% of CTC - Payable against claim	Exempt 2 trips in a Block of 4 years
Lunch Allowance (Sodexho Food Coupons)	Minimum 500 and Maximum 2500/- p.m (Multiples of 500)	Exempt (no bills required)
Children Education Allowance	100 per month/per child (Max for 2 child)	Exempt (no bills required)

Principal
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14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

2015-16

CONSUL NEOWATT

Harikishor M G

Emp.No. : 12705 Blood Group : B+

CONSUL NEOWATT POWER SOLUTIONS PVT LTD

"CHAMPAKA" Ground & 1st Floor, #P-6(C), 1st Main, 1st Stage,
Peenya Industrial Area, Bangalore. Tel: 080 - 2837 5027.

Emergency Ph: 9483044655

Ref: CNPS/HR/51779/Apr. 19

25th Apr.2019

Confirmation Letter

Mr. Harikishor M G
Employee ID: 12705

Dear Harikishor,

We are pleased to inform you that your service has been confirmed with effect from 1-Jan.-2019. All the other terms and conditions of the agreement remain unaltered.

We are confident that you will perform even better and further contribute to the growth of the organization and together we shall be partners in progress.

Please return a copy of this letter duly signed as a token of acceptance.

For Consul Neowatt Power Solutions Pvt. Ltd.

Ganesh Sharma
Human Resources

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangalore-560 057

TEREX
India

Date: 24th October 2016

Ms. Sowmya. Y.U
C/o Hanumaiah K, #957,Maruthinagar, Andhrahalli Main,
Heggandahalli, Vishwaneedam
Post, Bangalore-560091.

Dear Sowmya,

With reference to your application and subsequent interviews, we are pleased to offer you an assignment in our organization as **"Graduate Engineer Trainee"** with following terms and conditions:

1. Duration

1.1 The assignment tenure will be for period of one year effective from 7th November 2016 to 6th November 2017. However, this stands automatically withdrawn thereafter, unless otherwise the date is extended by us and communicated to you in writing.

1.2 Please note that this assignment doesn't construe a direct Employment Contract between Terex India Pvt. Ltd. and you.

2. Hours of Work

2.1 The Company's normal working hours will be from 9.00 a.m. to 6.00 p.m. and you will be required to perform a minimum five days in a week, with a one hour break for lunch, between 1:00 p.m. and 2:00 p.m. However, the Company reserves the right to change your start and finish times and the days upon which you work.

3. Place of Work

3.1 Your place of work will be at the Company's premises located at **Bangalore.** However you may be required to work at any other location or any other premises, which the Company currently has or may later acquire in India. You may also be required to travel within India and abroad for the performance of your duties.

3.2 You are required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of the Company at all times during the course of your employment with the Company.

4. Medical Examination

4.1 This assignment will be contingent on you being found medically fit. Please visit Company identified Hospital/Laboratory and get the medical examination as per the medical test checklist shared to you. Please note that the medical examination is to be conducted before your joining and submit the medical fitness letter on or before the date of joining.

2015-16

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

2015-16

ALTEN CALSOFTLABS
AN ALTEN GROUP COMPANY

APPOINTMENT ORDER

Rect No. 1682
08/09/2016

Mr. Aravind Y
S/O Mr. Yallappa R
#30, 1st Main,
Vijayananda Nagar,
Nandini Layout,
Bangalore-560096

Dear Aravind,

With reference to your application and the subsequent interview you had with Alten Calsoft Labs India, We have great pleasure in offering you an employment under the following terms and conditions:

TERMS AND CONDITIONS OF APPOINTMENT

1. **Employment Details:**
   a) Designation : Support Engineer – Trainee
   b) Joining Location : Bangalore
   c) Work Location : Bangalore – Client Location
   d) Date of Joining : 8th September 2016

2. **Salary:**
Your annual salary will be ₹ 2,04,000/- (Rupees Two Lakhs Four Thousand Only) and will be structured as per the attached Annexure 1- Compensation Structure and Benefits. Other Perquisites & Benefits:
   a) Company will contribute 12% of your basic pay towards Employees Provident Fund.
   b) You will be eligible for Gratuity under the Payment of Gratuity Act, 1972.
   c) You will be covered under Personal Accident Insurance for a sum of ₹ 5 lakhs.
   d) You will be covered under Group Health Insurance for a sum of ₹ 5 lakhs.
   e) The Company's leave policies shall apply to your employment and may be modified by the Company at any time at its absolute discretion.

3. **Employment Conditions:**
This offer letter and your employment with the Company are subject to,
   a) Satisfactory results of a complete background and reference check carried out by the Company.
   b) You signing of Employment Agreement, Non-Disclosure & Non-Compete Agreement and the annexures annexed herewith. Please note that in the event it is found that you have not complied with these conditions, your employment can be terminated forthwith by the Company without any notice period or compensation and without any reasons thereof.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

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Mumbai 400001, India
CIN L64200MH1986PLC041370

Tech Mahindra

Ref: 654181/1483341/ELTP

20-JAN-2017

Vaishali Charan
1 Ser 12 IS 059
ISE, 2016
(off campus)

Ms. Vaishali Charan Chauhan
Ghaziabad (UP) - 201012
Mobile: 7760939611

Subject: Offer of Appointment

Dear **Ms. Vaishali Charan Chauhan**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme.**

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A** Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - the academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - meeting the set eligibility criteria at the end of your academic course
   - meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

Principal
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Bengaluru - 560 057

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connect@techmahindra.com
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Mumbai 400001, India
CIN L64200MH1986PLC041370

Tech Mahindra

12EC040.

Ref: 654178/1482273/ELTP **20-JAN-2017**

Mr. Grishm Khurana
Bangalore (KAR) - 560006
Mobile: 8971068619

Subject: Offer of Appointment

Dear **Mr. Grishm Khurana**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - the academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - meeting the set eligibility criteria at the end of your academic course
   - meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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CIN L64200MH1986PLC041370

7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **Rs.15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **07-FEB-2017** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **MOHAMMED TOUSIF HUSSAIN** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, TMLW, PLOT NO. 22 - 25 & 27 TO 34, HITECH CITY LAYOUT, MADHAPUR RANGA REDDY DISTT, TELANGANA 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **27-JAN-2017.**

For Tech Mahindra Limited

PK Sharma
Head, Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment; **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** – General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Grishm Khurana

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

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connect@techmahindra.com
Registered Office:
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ANNEXURE - A

NAME	**Mr Grishm Khurana**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**HYDERABAD**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67,935
HRA (@50% OF BASIC)	33,968
CONVEYANCE	19,200
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8,152
FLEXIBLE COMPONENTS OF TFP	73,194
TOTAL FIXED PAY..... (A)	**226,449**
TOTAL VARIABLE PAY (TVP)..... (B)	25,161
ADDITIONAL BENEFITS..... (C)	**8,390**
GRATUITY	3,268
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260,000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan' under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	12, 000
Medical Reimbursement	15, 000

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

(Contd...)

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road,
Bengaluru - 560 057

Tech Mahindra Limited
Info city, Hi-tech City Layout
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ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **Rs. 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **Rs. 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

PK Sharma
Head, Resource Management Group

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
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techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
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CIN L64200MH1986PLC041370

Tech Mahindra

ANNEXURE - B

NAME	**Mr Grishm Khurana**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**HYDERABAD**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	85,260
HRA (@50% OF BASIC)	42,630
CONVEYANCE	19,200
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10,231
FLEXIBLE COMPONENTS OF TFP	102,878
TOTAL FIXED PAY.....(A)	**284,199**
TOTAL VARIABLE PAY (TVP)..... (B)	31,578
ADDITIONAL BENEFITS..... (C)	**9,223**
GRATUITY	4,101
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325,000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan' under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	12, 000
Medical Reimbursement	15, 000

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

(Contd...)

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6333
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
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CIN L64200MH1986PLC041370

ANNEXURE B(Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **Rs. 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **Rs. 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited

PK Sharma
Head, Resource Management Group

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

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ANNEXURE - C

1. **Terms and Conditions**

(a) **Code of Conduct.**

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

(b) **Secrecy**

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

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) **Conflict of Interest**

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) **Non-Solicitation / Non-Compete**

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly

iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

Principal
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Bengaluru - 560 057

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of 24 (Twenty Four) months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

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In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **Rs. 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of clause 3(a) along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

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

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vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in Section 3(a) herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in Section 3(a) herein above on the grounds of misrepresentation of facts.

viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in Section 3(a) or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in Section 3(a) herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

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

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

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5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Anti-Sexual Harassment Policy and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

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

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

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

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

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Tech Mahindra

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Info city, Hi-tech City Layout
Madhapur, Hyderabad 50008[illegible] India
Tel: +91 40 3063 6363
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(a) **Destroying Papers & Material**

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

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored on the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

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

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

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

11. **Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

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Tech Mahindra

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Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081 India
Tel: +91 40 3063 6363
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12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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

Name in full :

Signature :

Address :

Date :

Place :

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Infe city, Hi-tech City Layout
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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only).**

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**
Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**
*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*
***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

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

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

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ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM			
Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: _____ Last Name: _____

Gender: Male / Female ____ Date of birth (DD/MM/YYYY) ____ ____ ____ Blood Group ____

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds			

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from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MM/YY)

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ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Tech Mahindra

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Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
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CIN L64200MH1986PLC041370

ANNEXURE - H - Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

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Tech Mahindra

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b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. **Covenant Not To Compete.** I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

Principal
Sapthagiri College of Engineering
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Tech Mahindra

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur Hyderabad 500081,India
Tel: +91 40 3063 6363
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a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration**: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Clause 13 for the liquidated damages specified in Clause 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

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Tech Mahindra

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11. **Entire Agreement**: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (together with their successors and assigns).

13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.

14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

PK Sharma
Head, Resource Management Group

Signature

_____

(Grishm Khurana)

Principal
Sapthagiri College of Engineering
#5, Chikkasandra, Hesaraghatta Main Road
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Tech Mahindra

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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Grishm Khurana** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Grishm Khurana** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

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Infocity, Hi-tech City Layout
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Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr.**<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Sharda Centre, Off Karee Road, Pune 411004, Maharashtra, India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____

in _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____ dated of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the **Employee** shall undergo an initial training programme for a minimum period of 3 months and would be subsequently placed on assignments relating to various projects of **Tech Mahindra.** The Employee shall serve Tech Mahindra for a minimum period of twenty four (24) months from the date of joining of **the Employee** and execute an indemnity with surety in favour of **Tech Mahindra**.

Principal
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Tech Mahindra Limited
Info city, Hi-tech City Layout
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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of twenty four (24) months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **Rs. 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of Rs. 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as Rs. 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of twenty four (24) months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.

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7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood

the contents/terms of this Indemnity Bond

Signed and delivered by the Party of the second part i.e. the Surety having read and understood

the contents/terms of this Indemnity Bond

1. WITNESS:

NAME & ADDRESS:

2. WITNESS:

NAME & ADDRESS

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Ref: 654178/1482293/ELTP **20-JAN-2017**

Mr. Saurav Nirala
BANGALORE (KAR) - 560029
Mobile: 8951557112

Subject: Offer of Appointment

Dear **Mr. Saurav Nirala**

It is our pleasure to welcome you to **Tech Mahindra Limited.**

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**.

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only).** Please refer **Annexure B** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following:-

   - the academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
   - meeting the set eligibility criteria at the end of your academic course
   - meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **Rs.15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.

9. You are required to join on **07-FEB-2017** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.

10. You are requested to report to **MOHAMMED TOUSIF HUSSAIN** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD, TMLW, PLOT NO. 22 - 25 & 27 TO 34, HITECH CITY LAYOUT, MADHAPUR, RANGA REDDY DISTT, TELANGANA 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

12. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **27-JAN-2017.**

For Tech Mahindra Limited

PK Sharma
Head, Resource Management Group

Encl: **Annexure-A & B**(Salary Structure, **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** – General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:
Saurav Nirala

Tech Mahindra Limited
Infocity, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
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ANNEXURE - A

NAME	**Mr Saurav Nirala**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**HYDERABAD**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67,935
HRA (@50% OF BASIC)	33,968
CONVEYANCE	19,200
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8,152
FLEXIBLE COMPONENTS OF TFP	73,194
TOTAL FIXED PAY..... (A)	**226,449**
TOTAL VARIABLE PAY (TVP)..... (B)	25,161
ADDITIONAL BENEFITS..... (C)	**8,390**
GRATUITY	3,268
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**260,000**

1. Salary: Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. Flexible Benefit Plan (as applicable): Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan' under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	12, 000
Medical Reimbursement	15, 000

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

(Contd...)

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE A (Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **Rs. 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **Rs. 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. **Deductions:**
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,

PK Sharma
Head, Resource Management Group

Tech Mahindra Limited
Infocity, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
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ANNEXURE - B

NAME	**Mr Saurav Nirala**
TITLE	**Associate Software Engineer**
BAND	**U1**
LOCATION	**HYDERABAD**

COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	85,260
HRA (@50% OF BASIC)	42,630
CONVEYANCE	19,200
BONUS / STATUTORY BONUS	24,000
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10,231
FLEXIBLE COMPONENTS OF TFP	102,878
TOTAL FIXED PAY.....(A)	**284,199**
TOTAL VARIABLE PAY (TVP)..... (B)	31,578
ADDITIONAL BENEFITS..... (C)	**9,223**
GRATUITY	4,101
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5,122
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	**325,000**

1. **Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.

2. **Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan' under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	12, 000
Medical Reimbursement	15, 000

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

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Info city, Hi-tech City Layout
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Tel: +91 40 3063 6363
Fax: +91 40 2311 70[illegible]

techmahindra.com
connect@techmahindra.com
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ANNEXURE B(Contd...)

3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:
   a) **Group Term Life Insurance (GTLI) Coverage**: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **Rs. 20 lakh** to the beneficiary on the unfortunate death of the associate
   b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **Rs. 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **Rs. 2 lakh.**
   c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **Rs. 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

4. Deductions:
   a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
   b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited

PK Sharma
Head, Resource Management Group

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ANNEXURE - C

1. Terms and Conditions

(a) Code of Conduct.

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

(b) Secrecy

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

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

(c) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

(d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd

ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.

iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.

iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.

v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company

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(e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

(f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.

ii) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

(g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of 24 (Twenty Four) months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

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In the event of:

i) Yourself leaving, abandoning or resigning from the services of the Company

Or

ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **Rs. 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

2. **Assignments/Transfer/Deputation**

On completion of your training period, The Company reserves the right to send you on training/deputation'secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

3. **Termination of Employment**

i) **Training Period**: During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.

ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.

iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.

iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of clause 3(a) along with applicable exit policy clauses under stipulated service period agreed to and provided therein.

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

Tech Mahindra Limited
Info city, Hi-tech City Layout
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vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in Section 3(a) herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in Section 3(a) herein above on the grounds of misrepresentation of facts.

viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in Section 3(a) or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in Section 3(a) herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. <u>Statement of Facts</u>

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

(b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

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5. **Company Policies**

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Anti-Sexual Harassment Policy and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. **Personal Indebtedness**

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. **Restraints**

Access to Information

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

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

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

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

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(a) **Destroying Papers & Material**

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

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual user's activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

8. **Overseas Service Agreement**

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

9. **Intellectual Property Rights**

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arise out of your activities hereunder or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit.

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

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

11. **Retirement**

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.
Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

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12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

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

Name in full :

Signature :

Address :

Date :

Place :

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ANNEXURE - D - Checklist of Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

(a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each

- Xth Certificate & mark sheets
- XIIth Certificate & mark sheets
- Degree Certificate & Semester/year-wise mark sheets
- Master's Certificate & Semester/year-wise mark sheets
- Diploma/PG Diploma Certificate & Transcripts
- Any other Certificate with supporting documents – if any

(b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed

(c) **Five** passport-sized color photographs with white background

(d) **Valid Passport**
Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.

(e) **PAN Card and Proof of PAN Number**
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.

(f) **Aadhaar Card**
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.

(g) **Indemnity Bond**
*Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.*
***Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.*

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

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

ANNEXURE - E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.

3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.

4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited , all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

If any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name :
Signature :
Date :

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Tech Mahindra

ANNEXURE - F - Medical Self-Declaration

MEDICAL DECLARATION FORM

Applicant ID *(To be filled by HR)*		Associate ID *(To be filled by HR)*	

First Name: Last Name:

Gender: Male / Female Date of birth (DD/MM/YYYY) Blood Group

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurcsis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds			

Tech Mahindra Limited
Info city, Hi-tech City Layout
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from any previous employment opportunity?			
Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? *(Please tick whichever applicable)*

	Heart Attack		Diabetes
	High Blood Pressure		Stroke
	Night Blindness		Valve Disorders
	Asthma		Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____

Name: _____

Date: _____
(DD/MM/YY)

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ANNEXURE - G - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) **Intellectual Property Assignment**

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) **Restrictions after Termination**

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

_____

ACCEPTED

_____

Tech Mahindra Limited
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ANNEXURE - H - Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

   Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

   a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

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b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. <u>Ownership of Work Product:</u> Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. <u>Partial Restriction on Post-Termination Competition:</u> Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provice complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. <u>Covenant Not To Compete.</u> I hereby covenant and agree as a part of and ancillary to this Agreement that for the period of 12 months following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

Tech Mahindra Limited
Info city, Hi-tech City Layout
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a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;

b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. **Compliance Not Contingent Upon Additional Consideration:** I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited. may take legal action in the court specified below in Clause 13 for the liquidated damages specified in Clause 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

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11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited. on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. for liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20___

For and on Behalf Of
Tech Mahindra Limited

PK Sharma
Head, Resource Management Group

Signature

_____

(Saurav Nirala)

Tech Mahindra Limited
Info city, Hi-tech City Layout
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ANNEXURE - I - ACKNOWLEDGMENT

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Mr. Saurav Nirala** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Saurav Nirala** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this ___day of _____ (month), _____ (year), and hereby acknowledges, understands and agrees to the above.

[Name & Signature]

Witness/ Notary Public: _____

Tech Mahindra Limited
Infocity, Hi-tech City Layout
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Annexure - J - INDEMNITY BOND WITH SURETY

This Indemnity is made and executed at **<<Joining Location>>** on this **<< Joining Date>> day** of **<< Joining Month>> << Joining Year>>** by Mr. /Ms. /Mrs. **<< Name >> age <<Age>>** S/o Mr.**<<Father's Name>>** a permanent resident of **<<Address>>** *hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first par

AND

Mr. **<<Name of Surety>>** age **<<Age>>** S/o Mr.**<< Father's Name of Surety>>** a permanent resident of **<< Surety Address>>** [hereinafter called **"Surety"** which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,

IN FAVOUR OF Tech Mahindra Limited, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Sharda Centre, Off Karee Road, Pune 411004, Maharashtra, India [hereinafter called **"Tech Mahindra"** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

WHEREAS the **Employee** has been selected for appointment as _____

in _____ in the service of Tech Mahindra.

AND WHEREAS an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No _____dated of **Tech Mahindra**.

AND WHEREAS the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on _____ by the **employee.**

AND WHEREAS one of the terms and conditions of the appointment is that the **Employee** shall undergo an initial training programme for a minimum period of 3 months and would be subsequently placed on assignments relating to various projects of **Tech Mahindra**. The Employee shall serve Tech Mahindra for a minimum period of twenty four (24) months from the date of joining of **the Employee** and execute an indemnity with surety in favour of **Tech Mahindra**.

Tech Mahindra Limited
Info city, Hi-tech City Layout
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NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of twenty four (24) months from the date of joining.

2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.

3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.

4. The party of the Second Part i.e. _____ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **Rs. 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.

5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of Rs. 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as Rs. 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**

6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of twenty four (24) months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**

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7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.

Signed and delivered by the Party of the first part i.e. the Employee having read and understood

the contents/terms of this Indemnity Bond

Signed and delivered by the Party of the second part i.e. the Surety having read and understood

the contents/terms of this Indemnity Bond

1. WITNESS:

NAME & ADDRESS:

2. WITNESS:

NAME & ADDRESS

15 October 2019

Shreya V Kulkarni (34507)

Dear Shreya V Kulkarni,

Sub: Relieving Letter

In reference to your resignation initiated on **08-May-19,** we hereby confirm that you are relieved from the services of the company as on **05-Aug-19** as **Officer - Customer Service (EB1-Officer_1)** at **Basaaveshwar Nagar (3005)**

We also confirm that you are associated with us since **19-Feb-18**

We value your contribution and efforts during your tenure at Equitas and wish you success in all your future endeavors !

We request you to acknowledge receipt of this letter.

Yours truly,

Equitas Small Finance Bank

Authorized Signatory

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Equitas Small Finance Bank Limited
(Previously known as Equitas Finance Limited / Equitas Finance Private Limited)
4th Floor, Phase II, Spencer Plaza, No.769, Anna Salai, Chennai, Tamil Nadu, India - 600 002.
T: +91 44 4299 5000 I F: +91 44 4299 5050 I corporate@equitas.in I www.equitasbank.com
Toll Free: 1800 3000 1222 I CIN No.: U65191TN1993PLC025280

Adecco

Date: 08-03-2019

1SG12CS085

15-16

To

Employee ID	:	F71375
Employee Name	:	RAJAT Jaiswal
Department	:	IT
Location	:	BANGALORE
Deputation to	:	Juniper Networks India Pvt Ltd

Contract Extension Letter

Dear RAJAT Jaiswal

Sub: Extension of Fixed Term Contract

We refer to our Letter of appointment dated **12-03-2018** and are pleased to inform you that your contract has been extended for a further period of **12** months from **12-03-2019** to **11-03-2020**.

All other terms and conditions of the Letter of Appointment shall remain the same.

Please acknowledge receipt by returning the duplicate copy of this letter duly signed as a token of your acceptance.

Yours faithfully,

FOR ADECCO INDIA PVT LTD

Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

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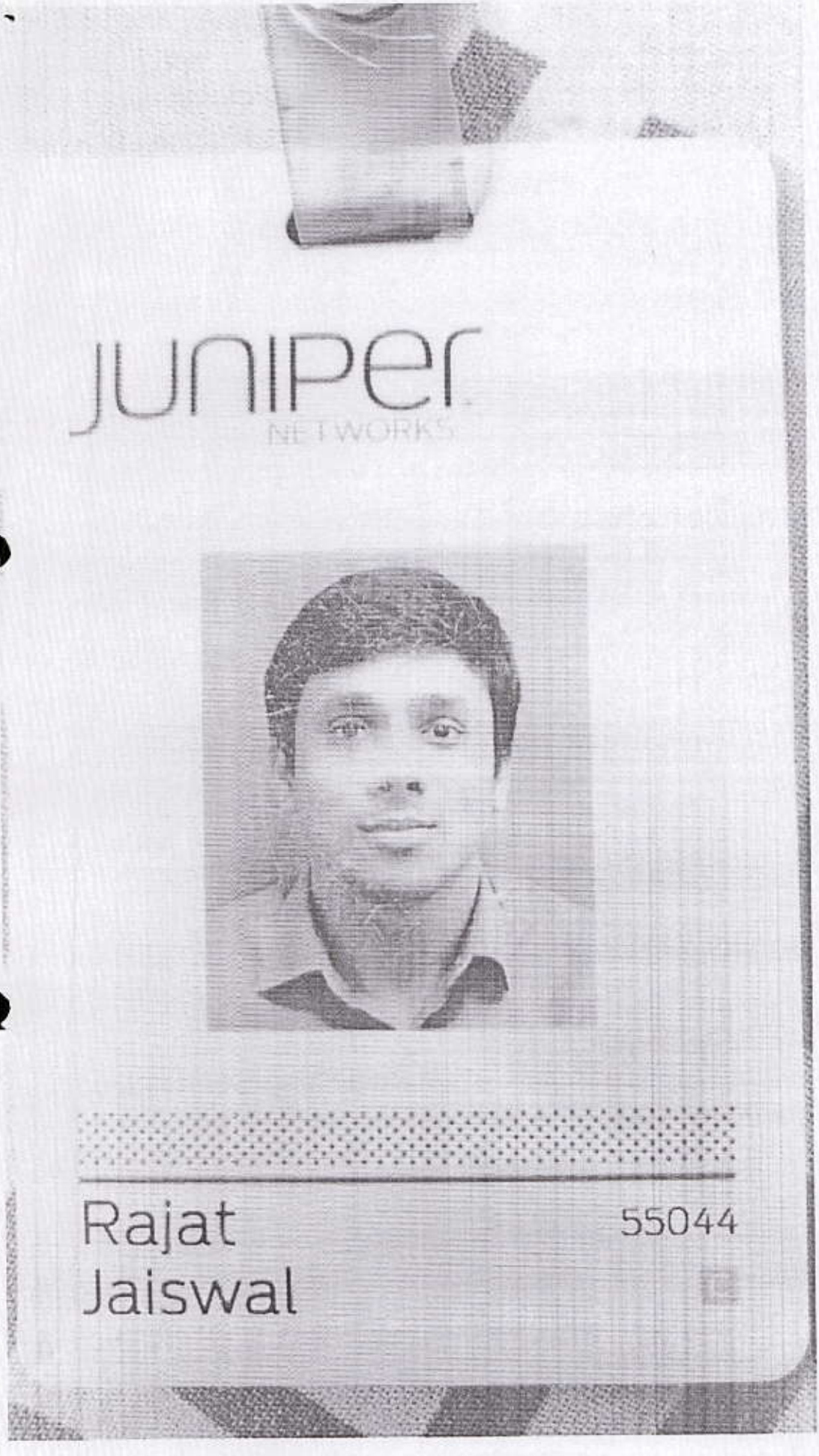

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Kaar
In Pursuit of Excellence

12 EC017

Kaar Technologies India Pvt Ltd (SEZ Unit)
2nd Floor, 3rd Module, Neville Tower,
TRIL Infopark Ltd, Rajiv Gandhi Salai (OMR),
Taramani, Chennai - 600 113. TN INDIA
CIN : U72200TN2005PTC087065
t | +91 (44) 4065 1700
f | +91 (44) 4065 1899
e | info@kaartech.com
w| www.kaartech.com

Date: 04-Jan-17

Chennai

Dear Arpith ,

With reference to your application and subsequent interview, you had with us, we are happy to offer you the position of **"Trainee"** in **II-D** grade, **Professional Band** based on our Organization structure on the following terms and conditions.

Your Monthly Stipend is **Rs. 10,000/-** (Rupees Ten Thousand Only), from 18-Jan-17 to 18-Apr-17.

You will be on probation for **six months**, from 19-Apr-17 to 17-Oct-17, at the end of which your performance will be reviewed.

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

Employment as per this stipend letter is subject to you being medically fit, and subject to satisfactory references and background verifications.

Your date of joining with the company will be on 18-Jan-17 This offer of appointment will become valid only upon your acceptance before 18-Jan-17.

Please sign the duplicate copy of the letter and return it to us at the earliest as a token of acceptance of this letter.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours sincerely,

For Kaar Technologies India Pvt. Ltd.,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Delvasigamani . J

Vice President - Global HR

Employment Agreement

1. **Secrecy**

During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company.
You will be required to sign a Proprietary Information and Inventions agreement on joining.

2. **Conduct**

(a) You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
(b) You shall honor and comply with all rules and regulations of the Company and statutory requirements in letter and spirit.
(c) You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and/or any other authorized by the company to assign such duties and responsibilities.

3. **Conflict of Interest**

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

4. **Indemnity clause**

a. You shall fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms and conditions contained herein, or any fraud, misconduct or negligence on your part in the course of the employment with the Company.
b. You shall indemnify the company and keep the company indemnified against any loss or claim or damages that any other persons/ client or customers whomsoever may make against the company
- In respect of any act of omission or commission which you or your representative(s) have done which is contrary to or in breach of the terms of this Agreement and/ or any instructions that may be given to the Company.
- By reason of misuse of authority given to you.

c. You shall indemnify the Company and keep the Company indemnified against any loss or claim or damages that your previous employer may make against the Company in respect of any act of omission or commission of you during the course of your engagement with the company.
d. You undertake to defend, indemnify and hold harmless Company, its directors, employees, officers, agents, successors and assigns from and against any and all claims, liabilities, damages, losses, costs and expenses, including attorney's fees, caused by or arising out of your unauthorized actions and/ or arising out of your violation of any laws, rules and regulations.

5. **Address**

It is your sole responsibility to inform the company in writing of any change in your address failing which, any communication sent to you in the address last stated by you shall be deemed to be validity served on you

6. **Certificates**

At the time of joining, you are requested to submit photocopies supporting Educational Qualification, Date of Birth/ Age, Relieving letter in original from your previous/ present Organization, Service Certificate (if any). Two copies of Passport/ Voters ID card/ Pan Card/ driving license/Ration card, four color passport size photographs and two color stamp-size photographs should also be submitted. You are also required to get your originals, which will be returned after verification.

7. **Transfer**

Though you have been engaged for a specific position at a specific location, the company reserves the right to transfer you to any other location, India or abroad, where the Company or any one of its associates or customers conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

8. **Leave**

You will be entitled for a blended leave of 18 days in a financial year earned on a prorate basis, monthly.

9. **Termination Notice**

(a) Your employment with us is terminable with a notice of three months or gross salary of two months in lieu of notice.
(b) Right to exercise option to accept Notice Pay in lieu of Notice Period shall be a prerogative and will be at the discretion of the management influenced by business circumstances.
(c) If any misrepresentation is found with respect to information provided by you or if you have wilfully suppressed any material facts, your services will be terminated immediately without prior notice. Further, you will be liable to reimburse the company the costs incurred in connection with your recruitment.
(d) Unauthorized absence or absence without permission from duty for a continuous period of 5 working days would make you lose your lien on employment. In such case the Company reserves the right to terminate your employment without any notice. In addition, you will be liable to pay all dues including Notice pay and other such dues as mentioned in the employment agreement.
(e) In the event you resign without appropriate notice and successful completion of any ongoing assignment, without prejudice to, and in addition to, any other rights or remedies of the company, and in consideration of the time, expenses and effort to be considered expended by the company to advertise for and seek a suitable candidate to undertake your duties and complete the project / job on hand, as well as the damages which the company may be liable to pay to the company's client, you shall pay a sum of Rs. 2,00,000/- to the company as liquidated damages apart from the notice pay.

10. **General**

You will also be governed by the rules and regulations in vogue and those that may change from time to time without any prior notice. Only those authorized by a specific power of attorney may sign legal documents, representing the organization. In all service matters, including those not specifically covered here, such as Traveling, Performance Review, Compensation revision, Retirement, etc., you will be governed by the rules of the company framed from time to time. We shall be glad to provide you with more information upon your request.

For Kaar Technologies India Pvt. Ltd

Deivasigamani J

Vice President - Global HR

I accept the above terms and conditions.

Candidate Signature

Date : 04 - 01 - 2017

Date of Joining

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People Resource Solutions

12EC055

21st Apr 2017

Ms. Manjula H N
Bangalore

Dear Manjula H N,

It gives us immense pleasure in inviting you to join TalentPro India HR Pvt Ltd as one of its valuable associates. You will be deputed to work as **Associate Software Engineer** at Huawei Technologies India Pvt Ltd. Your position will carry a CTC of Rs. 280008/- (Rupees Two Lakh Eighty Thousand and Eight only) per Annum.

The contract period will be for a fixed period of 2 years from your date of joining. Based on performance and Business requirements, the contract can be extended for another period of 1 year.

The fixed period employment will automatically expire at the end of the specific period mentioned therein. Notwithstanding the above, your appointment shall be co-terminus with the arrangement as between TalentPro India HR Pvt Ltd and Huawei Technologies Pvt Ltd to which you are to be deputed, in which case your appointment is liable to be terminated even before the expiry of the said term of the specified period, in case the aforesaid arrangement is to come to an end before the agreed term of specified period.

We would prefer you to join us on or before **04th May 2017**. A formal appointment letter will be issued to you subsequent to your joining our organization.

You are requested to carry the following documents (2 copies) at the time of your induction.

1. Copies of your date of birth certificate, educational and professional qualifications.
2. Address Proof.
3. Photo ID Proof.
4. Four (08) Passport-sized photographs.

Your compensation package shall be as per enclosed annexure.

We are confident that you will contribute to the organization and its goals and add value through your roles.

Please sign your acceptance of this offer on the duplicate copy of this offer letter.

Once again, Welcome to TalentPro India HR Pvt Ltd!

Sincerely,
For TalentPro India HR Pvt Ltd.

Authorised Signatory

I accept the offer and will be joining on:
Name :
Signature :

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Bengaluru - 560 057

TalentPro®
People Resource Solutio

Employee Name: Manjula E N
Designation: Associate Software Engineer
Location: Bangalore

Components	Amount In Rupees	Amount In Rupees
	Per Month	Annual
Basic Salary	9000	108000
House Rent Allowance	3600	43200
Conveyance Allowance	1600	19200
Other Allowance	5950	71400
Medical Allowance	1250	15000
Stat. Bonus	750	9000
Gross Salary (A)	**22150**	**265800**
Company's PF @ 13.15% (B)	1184	14208
C T C	**23334**	**280008**
Employee's Deductions		
P.F 12% of Basic	1080	12960
PT Deduction	200	2400
Income Tax	As Per Applicability	
Net Take Home	**20870**	**250440**
TOTAL C T C (A+B)	**23334**	**280008**

Sincerely,
For TalentPro India HR Pvt Ltd.

Authorised Signatory

I accept the offer

Name :
Signature :

Principal
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Bengaluru - 57

12ECO12

Candidate ID: 540817/23253

Date of Joining: 7/4/2016

Joining Location: Bangalore (SEZ premises)

Designation: Software Engineer

Dear Anusha S

Capgemini's slogan is *'People Matter, Results Count'*, and we believe in living it each day at work. To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 9:00 am at Bangalore (SEZ premises), for joining formalities as per the address mentioned below:

Capgemini India Pvt. Ltd.
#158-162 (P) & 165 (F) – 170 (P), EPIP Phase II,
White field, Bengaluru -560066

http://goo.gl/maps/qkTBf

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Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
2.	Relieving letter / Resignation Acceptance Letter from the immediate last employer OR Resignation mail (mentioning of last working day from the HR is mandatory)
3.	Experience letter from previous two employers.
4.	Immediate last employer Salary details (Appointment letter / Latest Increment Letter)
5.	Highest Degree Mark sheet and Convocation Certificate (All semester mark sheet)
6.	Passport Copies (First and Last page only)
7.	Pan card Copy- Mandatory
8.	Driving license copy
9.	Passport size photographs(4 nos)
10.	Aadhaar Card Copy - Mandatory , if allotted
11.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
12.	Details of your Provident Fund / Employee's Pension Scheme & Universal Account Number, if earlier member of Employees Provident / Pension Fund Scheme

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:45AM, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Ref.: 540817/23253

6/30/2016

Anusha S

#65 1st floor, 1D Cross 3rd stage, 4th block, Satyanarayan layout, Basaveshwarnagar Bangalore-560079

Confidential

Dear Anusha S,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis with Capgemini India Private Limited ('Capgemini' or 'Company') starting from 7/4/2016 or such other date as may be communicated to you by the Company), as per details given below.

A). Your current designation will be Software Engineer / P1.

B). You will be required to work at the Company's offices in Bangalore (SEZ premises).

C). Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000.00/-** (Rupees Three Lakh Fifteen thousand only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

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Anusha S

Software Enginee-

Total Cost to Company (CTC). **Rs.315000.00**

Monthly Components	**Per Month**	**Annualized**
Basic	Rs.8760.0	Rs.105120.0
House Rent Allowance	Rs.4380.0	Rs.52560.0
Conveyance Allowance	Rs.1600.0	Rs. 19200.0
Other Reimbursements & Allowances#	Rs.1576.0	Rs.18909.0
Personal Allowance	Rs.0.0	Rs. 0.0
Advance Statutory Bonus	Rs.1752.0	Rs.21024.0
Gross monthly salary	**Rs. 18068.0**	**Rs. 216813.0**
Statutory payments ++		
Capgemini's contribution to PF ++	Rs 1051.0	Rs.12612.0
Gratuity (accrual only)		Rs.5052.0
Total Fixed Compensation		**Rs. 234477.0**
Performance Bonus**		Rs. 0.0
Special Incentive ##		Rs.75000.0
Total Cash Compensation		**Rs. 309477.0**
Benefits		
Mediclaim Insurance		Rs. 5220.0
Personal Accident Insurance		Rs. 52.0
Group Term Life Insurance		Rs. 251.0
Total Benefits		**Rs. 5523.0**
Total Cost to Company		**Rs. 315000**

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You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19980.0
LTA	56940.0
Medical	15000.0
Meal Coupons	24000.0
Vehicle Reimbursement	21600.0

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone and medical reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

++ Employee's contribution towards PF will be made from the monthly salary.

* This statutory payment is included based on current applicable practice and law and is subject to changes based on changes in law from time to time.

** Payout will be as per bonus policy, Performance bonus can range from 0 to the amount mentioned above.

This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

You will be given (Rs.6250.00 per month) 'post training incentive' after completion of 6 months from the date of joining the organization subject to successful completion of fresher training (as detailed in section H - conditions to hire). This component will appear as Special Incentive in your pay slip.

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D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini India Private Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

4. Performance Bonus (Variable Pay) - You will be eligible to participate in the Company's Performance Bonus as per the Company policy.

   NOTE:

   a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

   b.) The Performance Bonus referred above may include any statutory bonus mandated by applicable law.

5. Special Incentive- You will be given (Rs.6,250.00 per month) 'post training incentive' after completion of 6 months from the date of joining the organization subject to successful completion of fresher training (as detailed in section H - conditions to hire). This component will appear as special Incentive in your pay slip.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

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If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for a period of **six months** from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

a. You will submit relevant documents as mandated by the Company;
b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
i. Your employment shall be subjected to the below-mentioned additional terms and conditions

a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 4-Sep-2016, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory

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certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.

You fil the complete Back ground verification link given along with the welcome mail of the offer

j. You have achieved minimum 60% aggregate in all semesters of your graduation.

k. You submit the following mandatory documents before the date of joining.

1. Highest Degree/Provisional Certificate and Final year Mark sheet
2. In case you do not have the Education documents on the Day of joining, you should submit the same to the HR not later than 3 months from Date of Joining.

l. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J) The Company's address for sending notice in relation to your employment is as below:

Kind Attn:	Head - Human Resources
Address:	Capgemini India Private Limited, Block "A", Godrej IT Park, Godrej & Boyce Compound, LBS Marg, Vikhroli (West), Mumbai - 400 079
Email:	hremployeeservices.in@capgemini.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

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At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini India Private Limited

Anil Gidh
Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini India Private Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Anusha S
Date:

Principal
Sapthagiri College of Engineering
14'5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

EXHIBIT 1

Terms & Conditions of Employment with Capgemini India Private Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini India Private Limited (**"Capgemini" or "Company"**) may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

a) one location to another; or
b) one team/department/account/function/Business Unit to another; or
c) one project/job to another; or
d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such

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training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;

b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such

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determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may required you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time,

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during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

a.) you are legally permitted to reside and be employed in India;

b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;

c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;

d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;

e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and

f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. **"Confidential Information"** shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;

b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;

c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;

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d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:
a) was in your possession before receiving the same from the Company pursuant to this Letter;
b) is or becomes a matter of public knowledge through no fault of yours; or
c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is

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closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 **"Intellectual Property Rights"** shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively **'Developments'**) that:

a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
b) results from tasks assigned to you by the Company; or
c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957.

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You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively **'Moral Rights'**). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether a one or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During you employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

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9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation., your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

(iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

(v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

(i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the

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Company.

(i) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.

(ii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.
All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

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11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

CONSENT LETTER
For use of Personal Information & Sensitive Personal Data or Information

I, _____ _____residing at _____ _____ _____ _____, do hereby provide my express consent to my employer, Capgemini India Private Limited, having its registered office at Block "A", Godrej IT Park, Godrej & Boyce Compound, LBS Marg, Vikhroli (West), Mumbai 400 079 (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

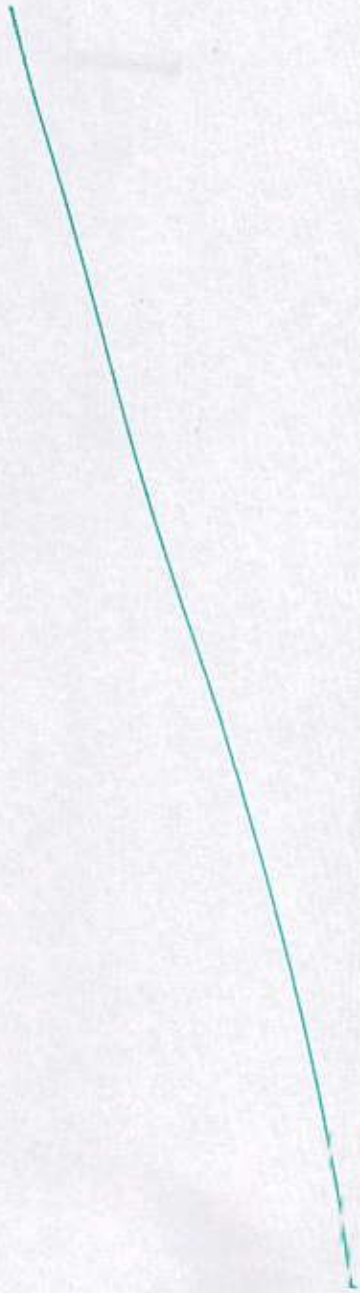
1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
   a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
   b) payroll processing agencies for processing my payroll (including reimbursement claims),
   c) law enforcement agencies,
   d) to comply with a judicial/quasi judicial order,
   e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
   f) insurance companies for the purpose of group insurance, personal accident insurance etc.
   g) service providers providing services for biometric access to office premises for monitoring attendance,
   h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
   a.) affiliates of the Company for administrative purposes and/or audit;
   b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Date:



Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Capgemini
CONSULTING TECHNOLOGY OUTSOURCING

Capgemini India Pvt. Ltd,
Plant 2, Godrej IT Park,
Godrej & Boyce Compound,
LBS Marg, Vikhroli West,
Mumbai - 400 079
Tel : +91.22.6755 7000, Fax : +91.22.6755 7100
www.capgemini.com

Naveen N Prabhu
Name of the College: Sapthagiri College of Engineering
Mobile No: 9448584599
Email ID: naveennprabhu@gmail.com

Letter of Intent ("LOI")

Dear Naveen N Prabhu,

With reference to your interview on 02/13/2016 we are pleased to inform that you have been shortlisted for the position of **Software Engineer** with Capgemini India Private Limited (referred as "Capgemini" hereafter).

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure to this letter.

The final offer of appointment shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Capgemini
CONSULTING. TECHNOLOGY. OUTSOURCING

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with the Company.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as the Company deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact freshers.in@capgemini.com .

Thanking you,

Yours Sincerely,
For & On Behalf of Capgemini

Jagadeesh Kuncham
Vice President

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

ANNEXURE 1

Md Wasim Akram Ansari

Software Engineer

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000 /- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: Post training incentive equivalent of INR 75,000/- per annum (Rupees Seventy Five Thousand per annum) forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Signature

Date

Torry Harris

To:
Mr. Vilas Raj V URS
Sapthagiri College of Engineering
Bangalore

29th Feb 2016

Dear Raj,

SUB: LETTER OF ENGAGEMENT AS TRAINEE

With reference to the discussions you had with us, we are pleased to inform you that you have been selected for undergoing Training in our Organization as a Trainee on the following terms and conditions:

1. NATURE OF ENGAGEMENT:

You will be engaged as a Company Trainee in the field of Software& IT Services.

2. DURATION OF TRAINING:

The duration of training will be for a period of 6months from the date of commencement of the Training at the Organization. Unless the Company extends the period of your Training, in writing, solely at their discretion or absorbs you in the regular employment, your Training shall automatically stand terminated at the expiry of the Training period of 6months or extended period of Training.

3. STIPEND:

During the Training period you will be paid a consolicated Monthly Stipend of **Rs. 15,000 (Rupees Fifteen Thousand Only) per month** and you shall not be entitled to any other remuneration.

4. MEDICAL FITNESS:

This letter of engagement will be subject to your being found medically fit by the Medical Officer specified by the Company. Your continuation in Training will be subject to your remaining medically fit.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Emp Id: 11218

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Capgemini India Pvt. Ltd.
Plant 2, Godrej IT Park,
Godrej & Boyce Compound,
LBS Marg, Vikhroli West,
Mumbai - 400 079
Tel : +91.22.6755 7000, Fax : +91.22.6755 7100
www.capgemini.com

Md Wasim Akram Ansari
Name of the College: Sapthagiri College of Engineering
Mobile No: 8553595993
Email ID: wasim.ansari651@gmail.com

Letter of Intent ("LOI")

Dear Md Wasim Akram Ansari,

With reference to your interview on 02/13/2016 we are pleased to inform that you have been shortlisted for the position of **Software Engineer** with Capgemini India Private Limited (referred as "Capgemini" hereafter).

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure to this letter.

The final offer of appointment shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with the Company.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as the Company deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact freshers.in@capgemini.com .

Thanking you,

Yours Sincerely,
For & On Behalf of Capgemini

Jagadeesh Kuncham
Vice President

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

ANNEXURE 1

Md Wasim Akram Ansari

Software Engineer

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000 /- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: Post training incentive equivalent of INR 75,000/- per annum (Rupees Seventy Five Thousand per annum) forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

_____ _____

Signature Date

Capgemini
CONSULTING. TECHNOLOGY. OUTSOURCING

Capgemini India Pvt. Ltd,
Plant 2, Godrej IT Park,
Godrej & Boyce Compound,
LBS Marg, Vikhroli West,
Mumbai - 400 079
Tel : +91.22.6755 7000, Fax : +91.22.6755 7100
www.capgemini.com

Suraj B
Name of the College: Sapthagiri College of Engineering
Mobile No: 9880039167
Email ID: b.suraj73@gmail.com
Ref No: 2028865

Letter of Intent ("LOI")

Dear Suraj B,

With reference to your interview on 02/13/2016 we are pleased to inform that you have been shortlisted for the position of **Software Engineer** with Capgemini India Private Limited (referred as "Capgemini" hereafter).

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure to this letter.

The final offer of appointment shall be subject to your successful completion of all curricular requirements as laid down by the University/Institute for award of the degree/diploma subject to the minimum passing percentage/grade/rank/class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your final semester degree/diploma examination.

The date of joining and the location of posting will be purely based on business requirements. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Capgemini
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Upon joining Capgemini,

1. You are expected to enter into an employment agreement with the Company which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with the Company.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months or such other extended period as the Company deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

Capgemini reserves the right to decide the continuance of your further training and your employment with the Company depending on your performance in the opinion of the Company.

The terms of this letter of intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may any time at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hear from you soon. Should you have any query, please do not hesitate to contact freshers.in@capgemini.com .

Thanking you,

Yours Sincerely,
For & On Behalf of Capgemini

Jagadeesh Kuncham
Vice President

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

ANNEXURE 1

Suraj B

Software Engineer

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,15,000 /- (Rupees Three Lakhs Fifteen Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

Please note: Post training incentive equivalent of INR 75,000/- per annum (Rupees Seventy Five Thousand per annum) forms part of annual target compensation and you will be entitled for this component only after completion of 6 months from the date of joining the Organization, subjected to successful completion of fresher training. Detailed break up of annual target compensation will be provided to you at the time of joining.

Signature

Date

12EC006

NOBROKER

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OFFER OF EMPLOYMENT

Dear Aman Makrani,

We have pleasure in appointing you as **Process Improvement and Adherence Executive** with joining date as **05-04-2018**

The terms would be as follows:

1 Role & Responsibilities

A. Shortlisting Leads:

Assisting Operations team in shortlisting leads from NoBroker website and other sources for owner as well as tenants.

B. Customer Meetings & Property Visit:

Meeting prospective owners as well as tenants to explain our concept and try and close maximum no of deals.

C. Follow Up:

Follow up with owners as well as tenants till closure.

D. Relationship with owners/tenants:

Post the closure, be available to owner as well as tenant for any sort of assistance required.

In addition to this, you will have to work on items which management might deem fit on a case by case basis.

You will be based out of our office in **Bangalore**.

2. **PROBATION**

- The first three months of your employment will be subject to a probationary period.

3. COMPENSATION & INCENTIVES

- You are entitled to a fixed gross compensation of **Rs. 201816 per annum**
- In addition to this, company will announce maximum monthly incentive structure upto **Rs.9000 monthly** Based on your performance, the corresponding incentive would be paid to you on monthly basis. We may also pay you special incentives and spot awards, in addition to the above, in case of your good performance.
- You will also be eligible for Medical Insurance under company's group medical insurance policy. Details of the policy will be shared with you separately.
- Also, one medical check-up (annually) will be taken care by company on your behalf. Details will be shared with you in a separate communication.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road

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- Please note that the compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law.

4. WORKING DAY & LEAVE

You would be following 6 day work schedule every week. Based on customer and internal needs, company would fix the specific day within the week when you are expected to take off. During your employment, you shall be entitled to paid vacation and sick leaves, as per the prevailing company policy.

5. OTHER ENGAGEMENTS

You are not allowed to work either full time, part time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.

6. TERMINATION

Your employment may be terminated by the Company giving one (1) month's notice or one (1) month's pay in lieu of notice. In case the employee resigns/ give notice for termination of employment, he/she shall give one (1) month's notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of notice period. During the probation period, either party may terminate your employment by giving Thirty (30) days'notice or salary in lieu of such notice.

The company may terminate your employment without notice if you wilfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties, you will be liable to dismissal by the Company without notice.

7. RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in anyway to company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company. Any damage/loss/theft to company property issues to you, not limiting to laptop/computer will have to be borne by employee subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, in the course of your employment in the group may obtain access to the Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause, and acknowledges that you have various other skill sets which, if deployed by him after he ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that he/she shall not, during the Non-Compete Period (**Two years** after leaving NoBroker) anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra

proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise; commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group (**This includes builders, developers, contractors, brokers, interior design firms, property management firms, online internet companies which deal anyway in real estate and any other firm whose business is related to real estate**).

B. Except on behalf of the Company, canvass or solicit business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

C. Induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Company (save and except actions taken during the course of his/her employment in what he believes to be, in the Group's interest); or

D. Induce or attempt to induce any director of the Company, senior management personnel or any employee of the Company to leave the employment of the Company;

E. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

F. Solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period ("Existing Employee") to leave the employment of the Company, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

G. Disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment;

H. Approach, recruit or otherwise solicit Existing Employees to work for any other employer;

I. Persuade any Person which is a vendor / consultant of the Company, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group;

J. The covenants in this clause 1 and the time and other limitations with respect thereto, are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Company and such limitations are reasonable with respect to the activities of the Group;

K. It is the intention of the Parties that the provisions of this Clause 1 shall be enforced to the fullest extent permissible under the applicable Law, but that the unenforceability (or the modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause 1. If any provision of Clause 1 shall be determined to be invalid or unenforceable, either in whole or in part, Clause 1 shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of Clause 1 to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

L. Nothing herein contained shall affect the Employee's non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road

PRIVATE & CONFIDENTIAL

shall bind the Employee independently.

CONFIDENTIALITY

A. The Employee shall not, whether during his/her employment with the Group, or after termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Company and in the course of performing his/her duties and responsibilities. Without prejudice to the generality of the foregoing, the Employee shall:

a. Keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.
b. Protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorised use.
c. Not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by Law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Company or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he is in possession of.

D. The obligations under this Clause 2 shall survive the termination of the Agreement and shall survive so long as such information remains confidential.The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.

E The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F.In order to secure or preserve Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts,databases, storage, and vehicles

We look forward for you acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

On behalf of NoBroker Technologies Solutions Private Limited

Amit Kumar,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

NOBROKER

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Director

Acceptance from you:

I have read, understood, and accept this offer of employment, as set forth above, with company and will report on my joining date as specified above

Name: Aman Makrani Signature: _____ Date: _____

CTC Structures	
CTC Components	**Monthly**
Fixed Allowances	**₹ 15,833**
Basic	₹ 8,208
HRA	₹ 3,283
Conveyance	₹ 1,600
Medical	₹ 1,250
Special Allowance	₹ 1,492
Fixed Deduction	**₹ 0**
Employer Fixed Contributions	**₹ 985**
Employer PF Contribution	₹ 985
Employee Fixed Deductions	**₹ 1,185**
Employee PF Deduction	₹ 985
Employee PT Deduction	₹ 200
Total Take Home	**₹ 14,648**
Total CTC	**₹ 16,818**

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Starmark›

Dear Star, Navjeeva · B

Welcome to Starmark!

We are happy to have you here and look forward to a long, productive t me together. At Starmark, we believe n making a difference to our customers using the technology solutions. This means giving a little of ourselves to improve the quality of service/solution to all of our customers, both internal and External. We are very proud of this commitment and one of the ways we express this commitment is through innovative and customer centric approach.

The name "Starmark" is derived from the combination of "Star" (the best) and "Mark" (the effect). We are a community of human beings embodying and expressing the creative, value-filled technology solutions and services. This is the context for all that we do, and honoring this reality is always at the core of our intention.

As a new employee, I hope that you will consider joining the group with a contribution and commitment of quality and customer impacting solutions and services. As you begin to learn your new role, you will discover our company's culture and you will surely enjoy working at Starmark.

Thank you for joining us, and welcome again.

Sincerely,

Sathish Reddy
(CEO)

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

CSE- 1SG12CS030

hed-x
TRANSFORMING EDUCATION

PRIVATE & CONFIDENTIAL
9-Apr-2019

To,
Mr Dipraj Mukherjee
Railway 4 Ghumti Mahamaya para jalpaiguri, West Bengal. Post&Dist: Jalpaiguri Pin code :735101
-

Subject: Letter of Offer

Dear Dipraj,

This refers to the discussion that we have had regarding your employment with us. We are pleased to offer you an opportunity to be associated with our company as "**Manager institutional sales** ".

The other terms and conditions of appointment are as below:

1. You shall be on probation for a period of three months from the date of joining the services of the company. Depending on your performance, the Company reserve the right to extend this probationary period if it so desires. It has the right to terminate your services during this probationary period or the extended probationary period, without assigning any reason or giving you any notice thereof.
2. During the probationary period you will be paid a monthly salary of INR. 15,000/- (Fifteen Thousand Only). At the time of probation period you are not entitled for any medical, health, disability insurance coverage.
3. On satisfactory performance during the probation period and upon successful completion of probation or extension thereof, you will be confirmed in the services of the Company. This will be intimated to you by a Letter of Confirmation.
4. Upon your confirmation to the service of the Company after completion of probationary period. You will be paid an annual Fixed CTC of INR. 420,000.00 /- (Four Lakh Twenty Thousand Rupees Only) and a Variable pay of INR.200,000.00 (Two Lakh Rupees Only) as per the Annexure 1. The salary and the components thereof have been worked out on the basis of cost to the Company. The variable pay quantum would depend on your performance and the performance of the company to be reviewed by the Management.
5. This offer is contingent upon your joining the services of the Company on or before **25-Apr-2019**
6. During probation your services can be terminated by giving 15 days' notice, after your confirmation to the services of the Company, your services can be terminated by giving 45 days notice or 45 days basic salary by either side.
7. During your probationary period you are eligible for only paid leaves.
8. You will be initially posted at **Bangalore.** However, your services are liable to be transferred to the different locations set up or which will be set up hereafter by the Company. You may also be transferred to Sister, Associate or Group Companies as per the business requirement of the company.
9. The age of retirement in the company is 60 years and you will retire from the service accordingly.
10. At the time of reporting, you are required to produce the list of documents mentioned in Annexure 2 and complete the required joining formalities.
11. The letter of appointment shall be issued to you after completion of probationary period along with the confirmation letter.
12. Before your appointment and during the term of your employment with you voluntarily agree for Hed Experts Private Limited the company to conduct a background check on you.
13. If at any time during your employment, it is known that you have suppressed any materia facts or relevant information required to be disclosed by you, Hed Experts Private Limited reserves the right to forthwith

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terminate your employment without notice and without any obligation to pay any remuneration or other dues to you irrespective of the period that you have been employed by Hed Experts Private Limited

14. If the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter and return to us.

Thanking you,
for **Hed Experts Private Limited**

Authorised Signatory

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

12 EE058 2015-16 (HOD Sir)

ASCENTHR™

Annexure - B

Name : Vinay J
Position : Content QA Analyst
Location : Bangalore
CTC : Rs. 650000/- PA

Component	Monthly	Annual
Basic	27,083	324,996
House Rent Allowance	13,542	162,504
Special Allowance	11,402	136,824
Gross Earnings	**52,027**	**624,324**
Profession Tax	200	2,400
Employee Provident Fund	1,800	21,600
Gross Deduction	2,000	24,000
Net Take Home	**50,027**	**600,324**
Employer Provident Fund	1,950	23,400
Medical Insurance	190	2,280
Annual CTC	54,167	**650,000**

Net salary in words: Rupees Six Lakh Three Hundred And Twenty Four Only

For **Ascent Staffing Solutions Pvt. Ltd,**

Authorized Signatory

Place : Bangalore
Date : 25-Jul-19

Signature : _____
Name : Vinay J

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Rd.,
Bangaluru - 560 057

Employee Code : 84419
Date : 25-Jul-19

Mr. Vinay J ,
No. 88 Ivarakandapura T.B Post
Hessaragahtaa
560089

Contract of Service

Dear Vinay J ,

With reference to your application and the subsequent offer made to you after your interview, we are pleased to appoint you as **Content QA Analyst** in our organization on the terms and conditions enumerated in this contract & Annexure A. You will be deputed at client place & you are required to report to duty on **25-Jul-19.**

1. Your appointment will be subject to the terms and conditions contained herein and in Annexure-A, which shall be deemed to be part of this letter.

2. Your Annual Cost to Company (CTC) basis shall be **Rs. 650000/(Rupees Six Lakh Fifty Thousand Only).**

3. Your appointment shall be from **25-Jul-19** to **31-Mar-20** and shall not be continued after such period unless such extension is confirmed in writing by our management basis client confirmation.

4. We welcome you to the **Ascent Team** and look forward to a long and mutually beneficial association.

5. The Company believes in growth related productivity and efficiency leading to overall development of an individual. We wish you success in all your endeavors.

For **Ascent Staffing Solutions Pvt. Ltd,**

Authorized Signatory

Encl. Annexure - A (Terms & Conditions)
Annexure - B (CTC Fitment Sheet)

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Annexure A

Terms of the Contract

1. Your appointment will be at Company's Bangalore office or at such location including any deputation to a client location as may be directed from time to time. During the course of your employment you may be transferred to any other department/ division / client location anywhere in India.

2. If working at a client's site, you will be required to:

- Observe their rules and regulations
- Refrain from getting into any unnecessary arguments with the client or your colleagues. Any differences that may arise with the client / colleagues are to be immediately referred to your department head.
- Obtain a No Due Certificate from the client when leaving them on completion / termination of your assignment.

3. Your employment can be terminated by giving 30 days Clear Notice or either side on by payment in lieu of the notice period. The Company shall, however, have the right to withhold such payments of salary, allowances and reimbursements in lieu of notice or any part thereof or any other amount due to you on any account whatsoever until such time that you have either returned all or any of the properties of the Company or that of a Client or given a satisfactory account thereof, and provided further that the Company shall be entitled to deduct from such salary, allowances and reimbursements and/or other dues as aforesaid a sum or sums of money sufficient to cover any loss or damage to the property of the Company, or that of a Client for which you may be liable and/or indebted (whether patent or contingent) of yours to the Company or its Client.

4. However, no notice or notice pay will be necessary if your services are terminated after the management finding that the particulars supplied by you in your application for employment, Background Verification are incorrect or if your termination is made on reason of misconduct under the rules applicable to you from time to time.

5. You will be deemed to have abandoned your employment if you remain absent from work for a continuous period of Fiveworking days or more without communication the cause for the absence & consequently your services will automatically stand terminated from the fifth day of absence.

6. Likewise, no notice or notice pay will need to be given/paid to you if your services are terminated by the management on the basis that your performance rating is not satisfactory during the period of Contract of Service.

7. You will be eligible for leave as per the company policy during the period of your contract of employment plus appropriate statutory holidays. Leave cannot be claimed as a matter of right and shall be subject to sanctions/ approvals as may be required. Accumulation of annual leave shall be as per the Leave policy applicable from time to time

8. Your duty hours/working shifts will be regulated from time to time at the discretion of the management or by the requirements of work at client location where you are deputed.

9. You will be required to work such additional hours as may from time to time be reasonable and necessary for the efficient performance of your assignment.

10. You will also be entitled to membership in the Provident Fund Scheme and the Gratuity Scheme in accordance with the applicable laws for the time being in force and any statutory amendments there under. Client deputation will entitle you to medical insurance coverage in accordance with client company guidelines in force.

11. During the course of your employment you will discharge your duties efficiently and diligently to the best of your ability and shall devote your whole time and attention to the interest of the company. You shall carry out duties and work as assigned to you and shall obey and comply with all the lawful directions of your superiors. You shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.

12. You will not utilize or disclose or divulge to any person or persons any trade secret or know-how of the company or its client except with the express consent of the management.

13. You shall keep the secrets of the Company and its Client and shall not, either during your employment or at any time after the termination thereof, divulge matters or things relating to the business, management or interests of the Company or its Client including Confidential knowledge or information acquired in consequences of your service hereunder to detriment or prejudice of the Company or its Client.

14. Your employment requires performance consistent with the high standards of the responsibilities that may be assigned to you from time to time. Your performance in your current assignment will therefore be subject to review as decided by the policies applicable to you at the Client where you will be deputed. Your review will be based purely on the recommendation of the Reporting Manager and approval of the HR Manager of the client where you are deputed.

15. You are expected to act in a responsible and professional manner when you use the Internet, e-mail, and other company facilities or Client facilities. You shall not attempt to disrupt, degrade, or interfere with the normal operation of any information technology service or facility.

16. During your employment with the company you will not undertake any other business, work or assignment.

17. Your current and permanent residential address, telephone number and the e-mail address given in your application for employment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given residential address and / or telephone number and / or e-mail address will be deemed to have been communicated to you. Any change in your current or permanent residential address, telephone number or e-mail address, shall be intimated to the Company within fifteen days from the date of such change.

18. You will be responsible for the safe keeping and return in good condition or order of all our properties, which may be in your use, custody, care or charge. Management shall have the right to deduct the money value of such things from your dues and take such actions, as the management deems proper in the event of your failure to account for them to our satisfaction.

19. You shall retire from the service of the Company on your attaining the age of 58 years unless the employment contract expires and you will be required to provide authentic proof of age to the satisfaction of the Company at the time of reporting to duty.

20. Management reserves the right to alter the service conditions wholly or any part thereof in accordance with the prevailing rules and conditions

21. You shall observe and be bound by other Service Rules of the Company. The Company shall have the right to change any of the said Rules from time to time, without assigning any reason and you shall be bound by such alterations from time to time.

22. The benefits and obligations of this Contract shall devolve upon the Company's successors in business or assigns.

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23. You are required to report for duty on or before the date mentioned on the covering letter attached to this document, failing which this appointment order shall be treated as cancelled.

24. If the aforementioned terms and conditions of your Contract of Service are acceptable to you, please attest your signature on the duplicate copy of this order as a token of your acceptance.

We welcome you to our organization and look forward to a rewarding and happy association with you

For **Ascent Staffing Solutions Pvt. Ltd,**

Authorized Signatory

I accept to serve the company in terms of this Contract

Place : Bangalore
Date : 25-Jul-19

Signature :_____
Name : Vinay J

COURSE OUTCOMES (COs):

CO1	Understand the basic concepts, and apply basic laws to electric circuits.
CO2	Apply network theorems and analyze complex electric circuits
CO3	Analyze the resonance in series and parallel circuits
CO4	Analyze the importance of initial conditions and their evaluation
CO5	Solve unbalanced three phase systems. Evaluate the performance of two port networks
CO6	Solve unbalanced three phase systems. Evaluate the performance of two port networks

PROGRAM SPECIFIC OUTCOMES (PSOs):

PSO1	The application of fundamental knowledge to identify, formulate and investigate various real time problems of Electrical Machines, Power Electronics, Control System, High Voltage Engineering, Power System and Micro controller
PSO2	The application of recent techniques along with modern software tools (like MATLAB, AUTOCAD-Electrical, MiPower, etc) for designing, simulating and analyzing electrical systems as well as electronic system to engage in lifelong learning.
PSO3	The utilization of knowledge regarding project management techniques and sustainable technologies for developing projects in various applications like Renewable energy, Power systems, High voltage Engineering, Industrial Drives and Micro controller

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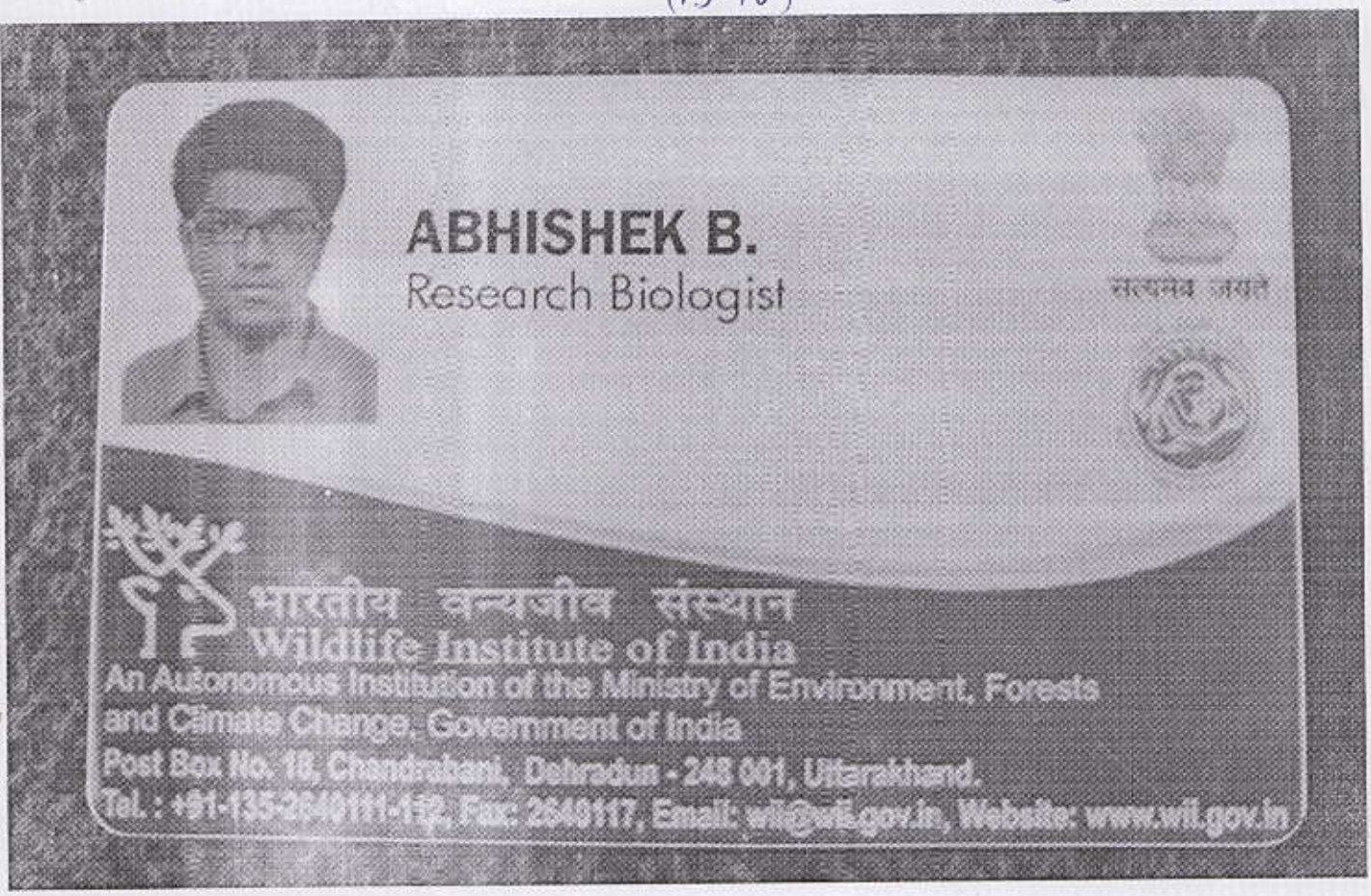
(15-16) 1SG12BT001



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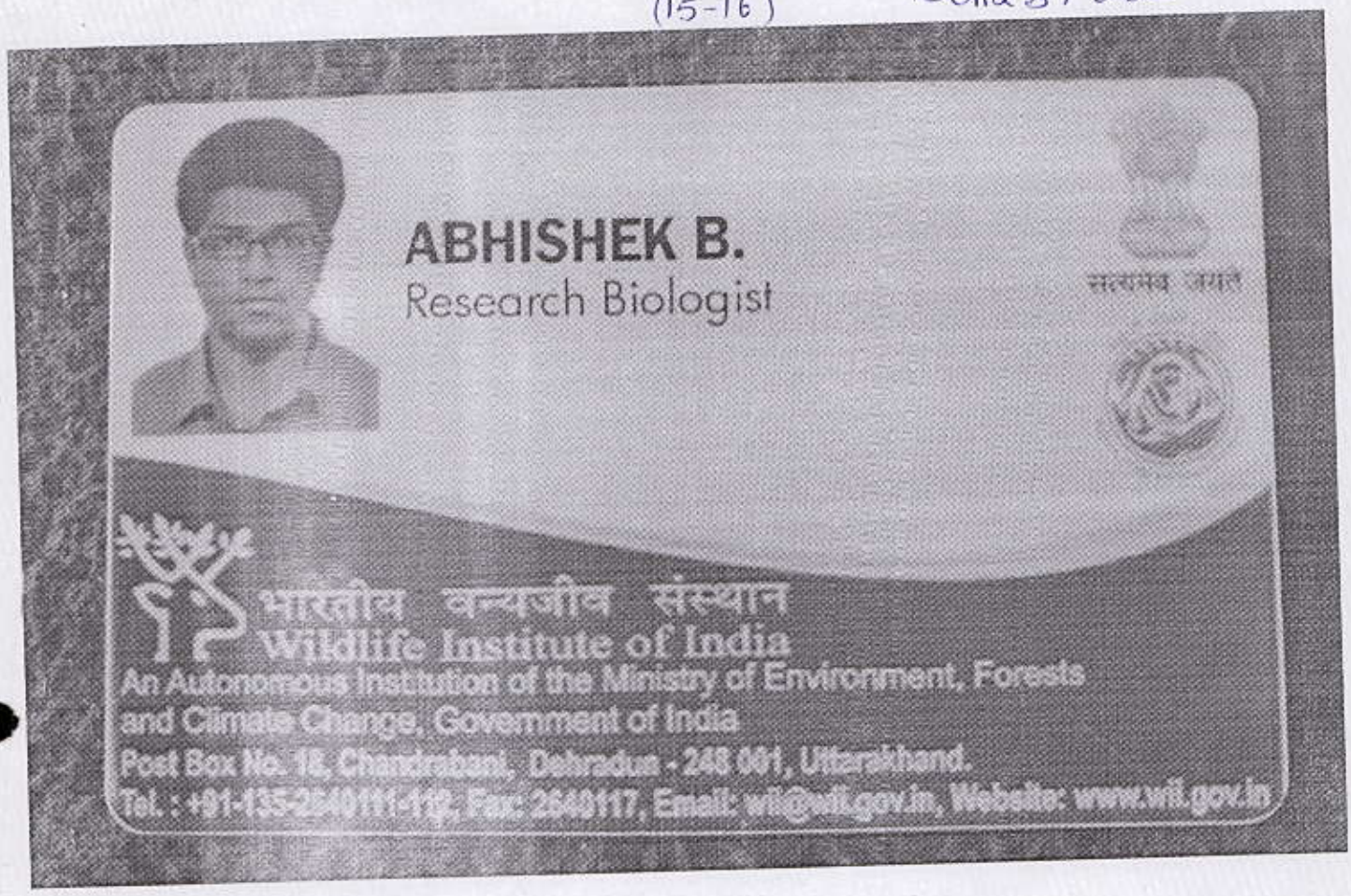
Bengaluru - 560 057

(15-16) 1SG12BT001



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Bengaluru - 560 057

Kaifi Asif
1SG12IS021
2016-17, ISE

IMPACT ANALYTICS

Mr. Kaifi Asif,

Sub: Appointment for employment with the Company

Please find below the terms of your appointment with Impact Big Data Analysis Private Limited. (hereinafter referred to as 'Company").

1. **Appointment**

   You have been appointed with the Company as ***'Front End Developer'***. You agree to perform such services for the Company consistent with your position as shall, from time to time, be assigned to you by or under the authority of the Company or person in authority above you and such services which are customary to such office and operations of the Company.

2. **Compensation**

   Salary: Your compensation will be a sum of Rs. 3,50,000 per annum (Rs. Three Lakhs and Fifty Thousand Only). Employer's and Employee's Contribution to Provident Fund are both included in the Compensation and appropriate deductions will be made.

   Your salary will be paid monthly at end of every calendar month. Your compensation may be subject to review as per the Company policy and may be revised at the sole discretion of the Company. You shall be entitled to all the benefits as per the Company policy.

   Withholding: All remuneration, perquisites and payments made to you shall be liable to deduction of tax at source, as per the prevailing tax laws and rules.

3. **Location**

   You shall work in the premises of the Company in Bangalore, India. In future, you may be required to work at any of Company's offices or its clients either within or outside Bangalore depending on Company's business priorities for proper and efficient discharge of your duties under this Agreement or as the Company may direct from time to time.

4. **Work Hours**

   The Company's working hours are 9 am to 6:30 pm. However, you may be required to follow the work timings of the client if you are assigned to work at a client location. In certain pre-approved cases you could also work from home, and the same shall be recorded in the internal workflow software of the Company.

5. **Full-time Attention to the Company**

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faithfully, diligently and efficiently for the growth of the Company in concurrence with the Code of Conduct policy of the Company. The company hold all the rights to terminate this contract for any code of misconduct.

If an employee is terminated due to performance below expectations or for any other digression of office policies or due to any other reason that the management feels that dismissal is warranted, employee can be asked to leave immediately. Dues, if any, will be settled only after satisfactory handover of responsibilities, files, documents etc to the employee nominated by management. Under the termination procedure the employee may or may not be paid severance pay in lieu depending on the circumstances under which the employee has been terminated.

9. **E- mail**

The official Email id provided to you at Company can be accessed by anybody after you quit the organization for the purpose of retrieving mails for official purpose.

10. **Policies and Practices**

You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may adopt from time to time. While at the premises of any of the Company's client, you agree to abide by the rules, instructions, policies, practices and procedures of such client and agree to conduct yourself in such a manner so as not to cause any disrepute to the Company. You agree to indemnify the Company for any loss suffered as a consequence of a breach by you of this section 10.

11. **Termination**

11.1 This Agreement can be terminated by either party by giving to the other 60 (sixty) days' notice in writing to the other party.

11.2 The company holds all the rights to terminate this contract immediately for any code of misconduct without giving any prior notice.

11.3 Unauthorized absence or absence without permission from duty for a continuous period of seven (7) days, would be in breach of the agreement. In such case, the Company shall be entitled to terminate your employment forthwith without prejudice to the Company's right available under the applicable laws to initiate legal action against you including without limitation to recover any damages from you

11.4 Upon termination of this agreement, you shall promptly return all letters of authority, powers of attorney or Company's property and material in his / her possession to the Company.

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IMPACT

17. **Jurisdiction and Dispute Resolution**

All claims, suit, disputes, litigation or legal proceedings arising between you and the Company under this Agreement shall be subject to the exclusive jurisdiction of the courts at Bangalore. This Employment Agreement shall be construed and enforced in accordance with the laws of India.

18. **Severability**

The provisions of this Employment Agreement are severable. If any part, term or provision of this Employment Agreement shall be held illegal, unenforceable or in conflict with any law of a federal, state or local government having jurisdiction, the validity of the remaining portion or portions shall not be affected thereby.

19. **General**

19.1 The above-mentioned terms and conditions are based on the Company policies, procedures and other rules currently applicable and are subject to amendments and adjustments from time to time.

19.2 You will be governed by the rules and regulations of employment established by the Company and general work practices, which will be in force from time to time. Please review all the rules and regulation, and work practices specific to the Company on the first day of induction positively.

Please read carefully and fully understand all the contents of this Agreement and sign below confirming your acceptance. Your joining date will be communicated in due course.

For COMPANY

Abhirup Ganguly
Managing Director – Impact Big Data Analysis Pvt Ltd
Date: 12/07/2018

I have read, understood, accept and acknowledge the above terms of this Employment Agreement.

Name of Employee:
Signature:
Date: / /2018

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Bengaluru - 560 057

IMPACT
ANALYTICS

Severability: If any provision or part of the Non-Competition and Non-Solicitation Agreement is held or determined to be invalid or unenforceable for any reason, each such provision or part shall be severed from the remaining provisions of the Agreement or the Agreement shall be read and interpreted as if it did not contain such provision or part. The validity and enforceability of remaining provisions shall not be affected by any such invalid or unenforceable part or provision.

Governing Law: The employee's agreement to be bound by the non-competition & non-solicitation clause shall be governed, interpreted and enforced by and construed in accordance with the laws of India (without reference to the conflicts of law's provisions thereof). Any action, suit, or other legal proceeding which is commenced to resolve any matter arising under or relating to any provision of this Agreement shall be commenced only in a court of India., and the Company and the Employee each consents to the jurisdiction of such a court.

The Company and the Employee each hereby irrevocably waive any right to a trial by jury in any action, suit or other legal proceeding arising under or relating to any provision of this Agreement. All the disputes under this agreement shall be governed by the provisions of Indian Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore.

The employee acknowledges that he/she has carefully read this agreement and understands and agrees to all of the provisions in this agreement.

Mr. Kaifi Asif

Impact Big Data Analysis Private Limited

Date: / /2018
Signature:

By: Authorized Signatory
Signature:

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

IMPACT
ANALYTICS

Employee Name	Kaifi Asif	
Annual CTC	3,50,000	
Details	Monthly	Annual Salary
	Rs	Rs
Breakup		
· Basic	11,667	1,40,000
· HRA	4,667	56,000
· Transport Allowance	1,600	19,200
· Medical Allowance	1,250	15,000
· Leave Travel Allowance	875	10,500
· Residual Pay	7,708	92,500
Total – (A)	27,767	3,33,200
Contributions to PF		
Employer Contribution	1,400	16,800
Total – (B)	1,400	16,800
Total CTC (A + B)	29,167	3,50,000

Note - FBP For Tax Exemption: We also have FBP which includes Communication allowance (Telephone & Internet Allowance) - INR 24,000 / Professional allowance (Professional development allowance /Books and Periodicals allowance) - INR 18,000 & Sodexo Allowance (Foods coupon) - INR 24,000 annually. You can opt for FBP allowance now & the tax exemption would be given till Jan-2019 as per the opted amount with submission of bills by end of the year. If you want Sodexo Allowance (Food coupon), the same will be deducted from the salary and tax exemption will be given for the same. Once you opt for the above allowances you can't opt out in middle of the year.

Principal
Bangalore - 560 067

Mindtree

India Employment Offer V201705

03.09.2018

Ms. DIVYA LAKSHMI
Bangalore

Dear **DIVYA,**

I would like to personally welcome you to Mindtree Ltd. and am confident that you will build a long and mutually rewarding career with Mindtree. I strongly believe that it is individuals like you along with existing Mindtree minds that can build a Globally respected, successful and expertise-led company. The guiding principle behind our endeavour to succeed emanates from three key words - "Bright, Confident & Active". In addition our Mission, Vision & Core values guide all our business transactions.

Mindtree provides long-term career opportunities for every Mindtree Mind. I sincerely hope that, you will grow with us and together we will build a memorable institution.

Enclosed please find your employment letter and other relevant details.

Looking forward to seeing you soon in Mindtree.

Thanks and regards

Pankaj Khanna
Vice President - Revenue Assurance

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14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Divya Lakshmi
Divya Lakshmi (Sep 3, 2018)

Mindtree Ltd
RVCE Post, Mysore Road
Bangalore 560 059

T +91 80 6706 4000
F +91 80 6706 4100
W www.mindtree.com

Candidate No: TN/1852357/18

Mindtree

We are confident that you will advance professionally and financially with us through your diligence and professionalism. We appreciate your acknowledging the receipt of this letter and acceptance of this offer within five days from the date mentioned in this letter, failing which the employment letter stands void.

Yours sincerely,
For Mindtree Ltd.

Pankaj Khanna
Vice President - Revenue Assurance

Acceptance

I, DIVYA LAKSHMI agree to accept the employment on the terms and conditions mentioned in this appointment letter and the Exhibits attached. I hope to join Mindtree Ltd. on 04/09/2018 . In case of any delays, I shall inform Mindtree and seek an extension which Mindtree may grant at its sole discretion.

Name : DIVYA LAKSHMI

Signature : Divya Lakshmi
Divya Lakshmi (Sep 3, 2018)

Place : Bangalore

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Bengaluru - 57

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Deloitte.

Deloitte Consulting India Private Limited
Block "C", Divyasree Technopolis
Survey No. 123 & 132/2
Yemlur Post, Yemlur, Off Old Airport Road
Bengaluru – 560 037

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

03/27/2019

Ms. Chaitra M
K. Manjunath, S B road,
Hosala village, Barkur,
Udupi - 576210

Subject: Offer of Employment

Dear Chaitra M:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Business Technology Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **July 01, 2019**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of **Rs.6,00,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

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

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **July 01, 2019**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

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Bengaluru

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Ms. Chaitra M

Acceptance

I, **Chaitra M**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:
4523AAE93FD4435...

Signature

03/27/2019

Date

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Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

VCNR Technologies
A unit of VCNR Enterprises Limited
Regd. Office : #135, CNR Towers, Opp. Binnamangala Nursery,
Vinayakanagar, B.H.Road, Nelamangala,
Bengaluru - 562123.
Board No : 91 80 7726263, Mobile : +91 7259271531

Date: 16th Sept 2017

To

RAMEGOWDA C U
S/o. UMESH
CHIKKANAHALLI, MANDIGERE (P)
NELAMANGALA(Tq)
Bangalore (Tq) - 562123

Sub: Employment offer letter

Dear Mr.Ramegowda C U,

With reference to the interview and discussions we had with you, we on behalf of **VCNR Technologies** are pleased to offer you the position of "Software Engineer – Trainee" and invite you to join VCNR Enterprises Limited family.

Your cost to Company (CTC) would be Rs. 2,00,000/- (Rupees Two lakh) per annum. The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policies.

On joining the company you shall be in probation with two stages. Initial Stage of 1 month Intensive Observation Period from the date of joining and advanced stage of 6 months there onwards with the above said CTC for the period of 6 months. You need to be abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

Congratulations once again and welcome to VCNR family. The company looks for a long term association with all its employees and expects the same from you.

Note: You need to submit the following documents on the date of joining

1. All your original educational qualification documents indicated in your cv, with a photocopy of each
2. Relieving letter / NOC / Certificate of Experience.
3. Pay slip (if any) of last three months with a copy of each.
4. 2 passport size photo

Thanking you,

For VCNR Enterprises Limited,

Scanned by CamScanner

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Bangaluru - 560 057

12EC088

TÜVRheinland®
Precisely Right.

January 4, 2017

Mr. Rakshith Kumar G
#354,16th Cross
3rd Main Road
BHEL Colony
Dasarahalli, Bangalore - 560057

Dear Mr. Rakshith,

We refer to your application and the subsequent interview you had with us, we are pleased to offer you an employment in our organization as **Trainee Engineer** in our **Products** Department to be placed at **Bangalore** effective from on or before **January 9, 2017**. You shall disciplinarily and functionally report to your immediate Manager.

You shall be paid a total CTC salary of Rs. **2,40,660.00** per annum (Rupees Two Lakhs Fourty Thousand and Six Hundred and Sixty only) including the company's cost to Provident Fund and Gratuity as per Gratuity Act. The above mentioned remuneration is subjected to the deduction of taxes as per the prevailing income tax laws/rules. Apart from the above CTC you are eligible for the Bonus as per the Company Bonus Policy. You are covered under Group Medical Insurance, Group Personal Accident and Group Term Life as per company Policy.

A detailed employment contract, stipulating the terms and conditions of the employment contract along with the salary break-up shall be made available to you upon your joining the organization.

You are requested to return the enclosed copy of this letter duly signed, in token of your acceptance to the offer letter.

Please carry along with you 4-passport size Photographs, digital photograph, all your credential certificates of Qualification and experience, Pan Card Copy, Original Relieving letter from the present employer if any; and Police Verification Certificate while on the day of your joining.

We wish that this would be the beginning of a long, mutually beneficial and supportive association.

For TÜV Rheinland (India) Pvt Ltd

Bhaskar M
Director – Finance and General Administration

Accepted

(Rakshith Kumar G)

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Head Office:
82/A, West Wing, 3rd Main Road
Electronics City Phase 1
Bangalore-560 100, India

Tel. +91 80 6723 3500
+91 80 6723 3610
Fax +91 80 6723 3542

Regional Offices:

Ahmedabad	Mumbai
Chennai	Panchkula
Coimbatore	Pune
Gurgaon	Ranipet
Hyderabad	Tirupur
Jodhpur	Trichy
Kochi	Vadodara
Kolhapur	Visakhapatnam
Kolkata	

Email : info@ind.tuv.com
Website : www.ind.tuv.com

CIN: U72501KA1996PTC020653

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Precisely Right.

Annexure: Salary break-up of Mr. Rakshith Kumar		
Salary Components	Per Month (INR)	Per Annum (INR)
Basic	7,140.00	85,680.00
HRA	2,856.00	34,272.00
Conveyance Allowance	1,600.00	19,200.00
Medical Reimbursement	1,250.00	15,000.00
Special Allowance	5,154.00	61,848.00
GROSS TOTAL	18,000.00	216,000.00
Company Provident Fund Contribution	857.00	10,284.00
ESI	855.00	10,260.00
Gratuity	343.00	4,116.00
Total CTC	20,055.00	240,660.00

Bhaskar M
Director - Finance and General Administration

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(Confidential)

CEL/HR/OL/207/9/12/2017

December 9th 2017

Mr. Girish B.S
#23, sri lakshmi Narasimbha
Krupa 8th main, 9th cross,
Bhuvaneshwari nagar,
T.Dasarahalli, Bangalore - 560057

Dear Girish,

With reference to the interview you had with us, we are glad to offer you an appointment in our company as **"Trainee Engineer – Testing"** in our **"EMS"** Division. Please refer the annexure for details of your compensation.

You will be on probation for a period of twelve months. During probation, in the event of either party desiring to cease the employment, for whatsoever reason, the same can be done by giving an advance notice of three calendar months or three months' salary in lieu thereof.

This offer letter is subject to clearing of your reference check & medical fitness. In case there is any shortfall, the company reserves the right to withdraw the offer.

Please acknowledge the receipt of our offer of appointment by signing the duplicate copy of this letter. We look forward to your joining on or before **December 12th 2017.**

FOR CENTUM ELECTRONICS LIMITED,

SAMPATH KUMAR P
DIRECTOR – HUMAN RESOURCE

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Ankita Srivastava
SCE, Bangalore -560057

Dear Ankita Srivastava,

We are pleased to offer you the position of Desktop Engineer at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.7 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Chamundeshwari
SCE, Bangalore -560057

Dear Chamundeshwari,

We are pleased to offer you the position of Desktop Engineer at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.7 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

mPortal
enabling connected experiences™

October 14, 2015

Radhika Ravindra Kalkarni
51, 2nd Main, 13th Cross, Sir M.V Layout
Thindlu, Vidyaranyapura, Bangalore-560097

Dear Radhika:

We are pleased to offer you an employment opportunity with mPortal (India) Wireless Solutions Pvt Ltd ("mPortal India"), a subsidiary of BroadSoft Inc. ("BroadSoft"), based out of Bangalore, India. The address is:

mPortal (India) Wireless Solutions Pvt Ltd
No.785, Axis Sai Jyothi,
100 Feet Ring Road, 15th Cross,
J P Nagar 1st Phase, Bangalore – 560 078.

We are offering you a position of Junior Software Engineer, reporting to Girish Mohan - Delivery Manager to begin on or about August 01, 2016 at 9:00 AM. The compensation package offered is an annual gross salary of INR 4,50,000/- prorated from your start date, paid monthly. Details of the salary structure attached as Annexure A. This offer is contingent upon successful completion of your graduation and background check.

This compensation package also includes the statutory requirements for vacation, standard business holidays, and paid sick leave.

mPortal India currently offers, on a discretionary basis, all full-time employees in India Company paid family Medical cover. This benefit may require medical underwriting. Please refer to the attached benefit informational sheet for more specifics. Additional details will be provided upon employment. Please note that mPortal India's retirement age is age 60.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road,
Bengaluru - 560 057
19/10/2015

mPortal
enabling connected experiences™

ANNEXURE A

This Annexure is an integral part of the employment offer and Provides information regarding the compensation structure of your employment with mPortal (India) Wireless Solutions Pvt Ltd.

Compensation Structure:

Salary Components	Per Month	Per Year
Basic Salary	15,000.00	1,80,000.00
HRA	7,500.00	90,000.00
Food Expense	2,400.00	28,800.00
Fuel/Conveyance Allowances	2,700.00	32,400.00
Internet Allowances	1,400.00	16,800.00
Telephone Allowances	1,000.00	12,000.00
LTA	3,750.00	45,000.00
Other Allowances	3,750.00	45,000.00
Total Earnings	37,500.00	4,50,000.00

I, RADHIKA R KULKARNI hereby acknowledge that I have read and understood the offer of employment. I hereby confirm that the terms of offer of employment with mPortal (India) Wireless Solutions Pvt Ltd are acceptable to me.

Acceptance of this offer is hereby acknowledged (please sign)

Radhika

19-10-2015

Date of Signature

Start Date Commitment

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

mPortal
enabling connected experiences™

You must meet the requirements to work in India, including any immigration, work eligibility and similar requirements. All job offers are contingent upon your satisfaction of those requirements and demonstration to mPortal India that you possess all permits, citizenship or immigration documents and the like so as to be able to work as an employee in the location in which mPortal India offers you employment.

This offer of employment remains open until October 19, 2015 after which, the offer is withdrawn and rescinded.

To accept this offer, please sign below and return a copy of this letter to Vimal Velayutham, Human Resources, of mPortal India by e-mail at hr_exec@mportal.com.

We look forward to working with you!

Sincerely,

Suneetha C
Senior Manager – Human Resources

19/10/2015

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Poonam Saini,
SCE, Bangalore -560057

Dear Poonam Saini,

We are pleased to offer you the position of Marketing Trainee at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.75 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Mohan Hegde
SCE, Bangalore -560057

Dear Mohan Hegde,

We are pleased to offer you the position of Desktop Engineer at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.5 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately

Very truly yours,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

S.R. TECHNOLOGIES Bangalore-91

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Varsha Ijeri
SCE, Bangalore -560057

Dear Varsha Ijeri,

We are pleased to offer you the position of Desktop Engineer at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.5 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

S.R. TECHNOLOGIES Bangalore-91

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road,
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

TARUN TECHNOLOGIES

Ref. TARUN/2015-16/18 Date : 17/02/16

OFFER LETTER

Dear T R Vijay,

We are pleased to offer you **full time** position of **Testing Engineer** at **Tarun Technologies.**

We are selecting you on the basis of your performance in the interview. Given below are the details of benefits, compensation, terms, and condition of your job with Tarun Technologies.

We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum** .

You will be reporting to **Mr. Ravi Prasad** starting on **25/08/2016** at **Tarun Technologies..**

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You can call or email us for further information. We look forward to hearing from you.

Very truly yours,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Mr. Ravi Prasad,
CEO

For TARUN TECHNOLOGIES
C S Ravi Prasad
Proprietor

No. 767, 14th Cross, 1st Phase, J.P. Nagar, Bangalore - 560 078. E-mail : raviprasadcs20@gmail.com

PRIME
www.primetutor.in

+91 98310 88815
info@primetutor.in

DATE: 02/03/2016

OFFER LETTER

Dear Neha Yadav,

Congratulations and welcome aboard PRIME, we cre delighted to have you in our exciting team!

We are offering you the position of " ***Desktop Engineer***", *with effect from* **July 28th 2016, with the Annual CTC of Rs. 2.4 LAKHS/-.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to Sri. Lokrath Soni, Director, on or before **July 28th 2016,** prior to your commencement of employment. You will be required to complete necessary documentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of PRIME to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

If you have any questions or comments, please call me immediately.

Very truly yours,

Sri. Loknath Soni,
Director

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

PRIME
www.primetutor.in

+91 98310 88815
info@primetutor.in

DATE: 02/03/2016

OFFER LETTER

Dear NIKHIL RAJ,

Congratulations and welcome aboard PRIME, we cre delighted to have you in our exciting team!

We are offering you the position of " **Engineer *Trainee***", *with effect from* **July 28th 2016, with the Annual CTC of Rs. 2.4 LAKHS/-.** The terms of our offer and the benefits currently provided by the Company are as follows:

Please report to Sri LOKNATH SONI, Director, on or before *from* **July 28th 2016,** prior to your commencement of employment. You will be required to complete necessary accumentation process and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of PRIME to sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

If you have any questions of comments, please call me immediately.

Very truly yours,

Sri.LOKNATH SONI,
Director

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

L&T Infotech

Date : October 01, 2015

Ref: L&T Infotech/HR/Campus/2016

Name : Shilpa Shilpa

College: Sapthagiri College Of Engineering, Bangalore

Offer Of Intent

Congratulations!

We are pleased to make you this offer of intent for the position of **Graduate Engineer Trainee.** Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter,which will outline the specific employment terms and conditions. Please note this Offer is not an offer of employment or a legally binding contract of employment. The contents of this Offer are strictly between you and L&T Infotech. Please treat this Offer and the contents hereof as personal and confidential.

This Offer is valid subject to you:

- Total of not more than 4 re-attempts during your diploma and graduation
- Passing the final semester examination of graduation in the first attempt
- Securing an average of 60% or equivalent and above across all semesters during graduation
- Passing SSC or equivalent, HSC or equivalent in the first attempt
- Securing 60% and above in SSC/ICSE/CBSE/equivalent (10th Class), HSC/equivalent (12th Class) and /or Diploma
- Being found medically fit by an authorized doctor and authorizing no significant medical history
- Submitting a Service Agreement agreeing to serve the company for a period of 2 years from the date of commencement of training, delivering good performance from the day of joining, with no waivers
- Submitting all necessary documents at the time of joining
- Not more than 24 years of age as on 1st July 2016
- At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs (Allowed To Keep Terms) /Backlogs/ Arrears

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification,experience or medical history, L&T Infotech reserves the right to revoke this Offer of Intent without any notice.

This Offer is also contingent upon us working together to determine an appropriate start date for your employment.The training period is of one year comprising of class-room/on the job training. The date of commencement of training and venue for reporting will be intimated to you one month in advance.

You will be continuously assessed during your training period . If you do not complete the class room/on the job training to our satisfaction, your appointment automatically stands cancelled.This will be considered as breakage of service agreement and you will need to pay the amount mentioned accordingly.

During the training period , your stipend will be as per the Annexure attached.

The Company provides limited shared accommodation to outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

L&T Infotech

On successful completion of training, you will be posted/transferred to any of our locations/Customer sites across India or abroad. In case the location has a location specific allowance , the same will be made applicable to you as per Company Policy.

The terms and conditions of this Offer of Intent are subject to changes time to time and the same shall be communicated to you accordingly.

Your employment will be governed by the rules , regulations and policies of the Company.

If the above stated terms are acceptable to you, kindly mail an acknowledged scanned soft copy of your offer of Intent to Trainee2016@lntinfotech.com within thirty(30) days from the date of issue. If we do not receive your acceptance within thirty (30) days ,this Offer of Intent will be deemed to have been rejected by you.

(Please mention the post e.g.: "GET 2016" in the subject Line)

Kindly register yourself and address all your correspondence/queries on our "CampBuzz Portal".

Looking forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Joji Varghese
Sr. HR Manager

I have read this Offer of Intent and accept the same

Signature
Date
Encl:Annexure

L&T Infotech

ANNEXURE

Salary in L&T Infotech

Salary Grade: GET

Component	Amount Rs./Per Annum	Amount Rs. /Per Month
Basic		7,800
HRA		3,900
Conveyance		1,600
Medical		1,250
Adhoc		8,681
Sub- Total (A)	278,772	23,231
Deferred Benefits Provident Fund		936
Sub- Total (B)	11,232	936
Total (A+B)	290,004	
Variable	10,000	
Total	300,004	

Note:

1. Basic will be reckoned for PF & Leave Encashment.
2. For all other computations only basic salary will be reckoned.
3. The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs.1,00,000/- PA.
4. The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable,if any, subsequent to the amendments of payment of Bonus Act.
5. The Variable component will be payable at the time of confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
6. Any of the above allowances may be altered/withdrawn at the sole discretion of the management.

L&T Infotech

Date : October 01, 2015

Ref: L&T Infotech/HR/Campus/2016

Name : Yashas Manikkar

College: Sapthagiri College Of Engineering, Bangalore

Offer Of Intent

Congratulations!

We are pleased to make you this offer of intent for the position of **Graduate Engineer Trainee.** Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter,which will outline the specific employment terms and conditions. Please note this Offer is not an offer of employment or a legally binding contract of employment. The contents of this Offer are strictly between you and L&T Infotech. Please treat this Offer and the contents hereof as personal and confidential.

This Offer is valid subject to you:

- Total of not more than 4 re-attempts during your diploma and graduation
- Passing the final semester examination of graduation in the first attempt
- Securing an average of 60% or equivalent and above across all semesters during graduation
- Passing SSC or equivalent, HSC or equivalent in the first attempt
- Securing 60% and above in SSC/ICSE/CBSE/equivalent (10th Class), HSC/equivalent (12th Class) and /or Diploma
- Being found medically fit by an authorized doctor and authorizing no significant medical history
- Submitting a Service Agreement agreeing to serve the company for a period of 2 years from the date of commencement of training, delivering good performance from the day of joining, with no waivers
- Submitting all necessary documents at the time of joining
- Not more than 24 years of age as on 1st July 2016
- At the time of joining, the candidate should meet the above mentioned eligibility criteria with no standing ATKTs (Allowed To Keep Terms) /Backlogs/ Arrears

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification,experience or medical history, L&T Infotech reserves the right to revoke this Offer of Intent without any notice.

This Offer is also contingent upon us working together to determine an appropriate start date for your employment.The training period is of one year comprising of class-room/on the job training. The date of commencement of training and venue for reporting will be intimated to you one month in advance.

You will be continuously assessed during your training period . If you do not complete the class room/on the job training to our satisfaction, your appointment automatically stands cancelled.This will be considered as breakage of service agreement and you will need to pay the amount mentioned accordingly.

During the training period , your stipend will be as per the Annexure attached.

The Company provides limited shared accommodation to outstation candidates, as an option to them, on first come basis during the classroom training at a charge equal to the cost of facilities.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

L&T Infotech

On successful completion of training, you will be posted/transferred to any of our locations/Customer sites across India or abroad.In case the location has a location specific allowance , the same will be made applicable to you as per Company Policy.

The terms and conditions of this Offer of Intent are subject to changes time to time and the same shall be communicated to you accordingly.

Your employment will be governed by the rules , regulations and policies of the Company.

If the above stated terms are acceptable to you, kindly mail an acknowledged scanned soft copy of your offer of Intent to Trainee2016@lntinfotech.com within thirty(30) days from the date of issue. f we do not receive your acceptance within thirty (30) days ,this Offer of Intent will be deemed to have been rejected by you.

(Please mention the post e.g.: "GET 2016" in the subject Line)

Kindly register yourself and address all your correspondence/queries on our "CampBuzz Portal".

Looking forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

_____

Joji Varghese
Sr. HR Manager

I have read this Offer of Intent and accept the same

_____

Signature
Date
Encl:Annexure

L&T Infotech Confidential

L&T Infotech

ANNEXURE

Salary in L&T Infotech

Salary Grade: GET

Component	Amount Rs./Per Annum	Amount Rs. /Per Month
Basic		7,800
HRA		3,900
Conveyance		1,600
Medical		1,250
Adhoc		8,681
Sub- Total (A)	278,772	23,231
Deferred Benefits Provident Fund		936
Sub- Total (B)	11,232	936
Total (A+B)	290,004	
Variable	10,000	
Total	300,004	

Note:

1. Basic will be reckoned for PF & Leave Encashment.
2. For all other computations only basic salary will be reckoned.
3. The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs.1,00,000/- PA.
4. The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable,if any, subsequent to the amendments of payment of Bonus Act.
5. The Variable component will be payable at the time of confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
6. Any of the above allowances may be altered/withdrawn at the sole discretion of the management.

Fax : +91-80-28367304
Cell : +91-9845529001
E-mail:advent_tech@rediffmail.com

Advent Power Technologies

Shed No. 59, Karim Saheb Layout Main Road, Shriganchanagar, Near Peenya 2nd Stage, Vishwaneedam Post, Bangalore-560 091.

DATE: 14-Mar 2016

OFFER LETTER

Dear Aneeka Sanjeevan,

Subsequent to your successful interview with Advent Power Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum.**

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **15-07-16**, failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non-Disclosure Agreement).

For ADVENT POWER TECHNOLOGIES

Very truly yours,

Authorised Signatory

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

L&T Infotech

Date : October 07, 2015

Ref: L&T Infotech/HR/Campus/2016

Name : Aneesha Jovial

College: Sapthagiri College Of Engineering, Bangalore

Offer Of Intent

Congratulations!

We are pleased to make you this offer of intent for the position of **Graduate Engineer Trainee**. Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter,which will outline the specific employment terms and conditions. Please note this Offer is not an offer of employment or a legally binding contract of employment. The contents of this Offer are strictly between you and L&T Infotech. Please treat this Offer and the contents hereof as personal and confidential.

This Offer is valid subject to you:

- Total of not more than 4 re-attempts during your diploma and graduation
- Passing the final semester examination of graduation in the first attempt
- Securing an average of 60% or equivalent and above across all semesters during graduation
- Passing SSC or equivalent, HSC or equivalent in the first attempt
- Securing 60% and above in SSC/ICSE/CBSE/equivalent (10th Class), HSC/equivalent (12th Class) and /or Diploma
- Being found medically fit by an authorized doctor and authorizing no significant medical history
- Submitting a Service Agreement agreeing to serve the company for a period of 2 years from the date of commencement of training, delivering good performance from the day of joining, with no waivers
- Submitting all necessary documents at the time of joining
- Not more than 24 years of age as on 1st July 2016
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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

L&T Infotech

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(Please mention the post e.g.: "GET 2016" in the subject Line)

Kindly register yourself and address all your correspondence/queries on our "CampBuzz Portal".

Looking forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Joji Varghese
Sr. HR Manager

I have read this Offer of Intent and accept the same

Signature
Date
Encl:Annexure

L&T Infotech Confidential

L&T Infotech

Date : October 01, 2015

Ref: L&T Infotech/HR/Campus/2016

Name : Anurag Ghosh

College: Sapthagiri College Of Engineering, Bangalore

Offer Of Intent

Congratulations!

We are pleased to make you this offer of intent for the position of Graduate Engineer Trainee. Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter,which will outline the specific employment terms and conditions. Please note this Offer is not an offer of employment or a legally binding contract of employment.

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Bengaluru - 560 057

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(Please mention the post e.g.: "GET 2016" in the subject Line)

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Looking forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Joji Varghese
Sr. HR Manager

I have read this Offer of Intent and accept the same

Signature
Date 7/10/15
Encl: Annexure

L&T Infotech Confidential

L&T Infotech

Date : October 07, 2015

Ref: L&T Infotech/HR/Campus/2016

Name : Nithin M V

College: Sapthagiri College Of Engineering, Bangalore

Offer Of Intent

Congratulations

We are pleased to make you this offer of intent for the position of **Graduate Engineer Trainee**. Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter,which will outline the specific employment terms and conditions. Please note this Offer is not an offer of employment or a legally binding contract of employment.

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L&T Infotech

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(Please mention the post e.g.: "GET 2016" in the subject Line)

Kindly register yourself and address all your correspondence/queries on our "CampBuzz Portal".

Looking forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Joji Varghese
Sr. HR Manager

I have read this Offer of Intent and accept the same

Signature
Date
Encl:Annexure

L&T Infotech Confidential

L&T Infotech

ANNEXURE

Salary in L&T Infotech

Salary Grade: GET

Component	Amount Rs./Per Annum	Amount Rs. /Per Month
Basic		7,800
HRA		3,900
Conveyance		1,600
Medical		1,250
Adhoc		8,681
Sub- Total (A)	278,772	23,231
Deferred Benefits Provident Fund		936
Sub- Total (B)	11,232	936
Total (A+B)	290,004	
Variable	10,000	
Total	300,004	

Note:

1. Basic will be reckoned for PF & Leave Encashment.
2. For all other computations only basic salary will be reckoned.
3. The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs.1,00,000/- PA.
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5. The Variable component will be payable at the time of confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
6. Any of the above allowances may be altered/withdrawn at the sole discretion of the management.

L&T Infotech

Date : October 01, 2015

Ref: L&T Infotech/HR/Campus/2016

Name : Ryan Rodrigues

College: Sapthagiri College Of Engineering, Bangalore

Offer Of Intent

Congratulations!

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Principal
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14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

L&T Infotech

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Looking forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Joji Varghese
Sr. HR Manager

I have read this Offer of Intent and accept the same

Signature
Date
Encl:Annexure

L&T Infotech Confidential

L&T Infotech

ANNEXURE

Salary in L&T Infotech

Salary Grade: GET

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AJANTA
TEXTILES
www.ajantatextiles.com

+91 33 2258 2466
+91 9433 829 369
ashish.ajanta@gmail.com

Job Offer Letter

Dear **Smitha Iyengar**,

Congratulations!!!

With great pleasure, I extend the following employment offer to you.

Position: Quality Engineer
Issue date: 03/01/2016
Joining Date: 19-08-2016
Salary: 2.5 lakhs per annum

This employment offer is contingent upon the successful completion of medical reference check. Please report to Mr.Brij Mohan Mohta, Managing Director prior to your commencement of employment. This offer is not a contract of employment and either party may terminate employment at any time, with or without cause.

Very truly yours,

Mr.Brij Mohan Mohta

Managing Director

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

L&T Infotech

Date : October 16, 2015

Ref: L&T Infotech/HR/Campus/2016

Name : SAMARTHA PATIL

College: SAPTHAGIRI COLLEGE OF ENGINEERING, BANGALORE

Offer Of Intent

Congratulations!

We are pleased to make you this offer of intent for the position of **Graduate Engineer Trainee**. Upon your acceptance of this Offer and subject to you meeting all the applicable requirements under this Offer, we will share a detailed appointment letter,which will outline the specific employment terms and conditions. Please note this Offer is not an offer of employment or a legally binding contract of employment.

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Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Joji Varghese
Sr. HR Manager

I have read this Offer of Intent and accept the same

Signature
Date
Encl:Annexure

L&T Infotech

ANNEXURE

Salary in L&T Infotech

Salary Grade: GET

Component	Amount Rs./Per Annum	Amount Rs. /Per Month
Basic		7,800
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Note:

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L&T Infotech

Date : October 16, 2015

Ref: L&T Infotech/HR/Campus/2016

Name : Vivek Bhat

College: SAPTHAGIRI COLLEGE OF ENGINEERING, BANGALORE

Offer Of Intent

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Yours faithfully,

For Larsen & Toubro Infotech Ltd.

Joji Varghese
Sr. HR Manager

I have read this Offer of Intent and accept the same

Signature

Date

Encl:Annexure

L&T Infotech

ANNEXURE

Salary in L&T Infotech

Salary Grade: GET

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Bengaluru - 560 057

Mphasis
Unleash the Next

APPS/1045838/07655932/Mangalore/July/V0

PRIVATE AND CONFIDENTIAL

27 July 2016

Bagisha B
Rengna sadan Jai Prakash Nagar
Gewal Bigha

Bihar Gaya
India.

Dear Bagisha B,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a **Trainee Associate Software Eng**, in **Band 5** and **Level 1** with our organisation for a period of 6 months. The gross compensation will be **INR 180000** /- (**One lakh eighty thousand rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 6 months in Mphasis:

- You would be moved to **'Trainee Software Engineer'** in **Band 5 and Level 2**
- Your gross compensation will be revised to **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 6 months from your date of joining

At Mphasis we believe we have a historic opportunity of building a global world class company. We also believe we are very unique in several ways – our equal strengths in Applications, BPO and ITO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards empowerment; initiative; flawless execution and leadership. In return, we promise to provide you a platform to grow and fulfill your personal and professional goals. We look for professionals like you who would partner the future growth of the Organization. We are confident that with your skills, competencies and capabilities you would be a valuable addition to the team.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Mphasis
Unleash the Next

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, incase you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slip or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

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ANNEXURE – 1

Name	Bagisha B
Band	Band 5
Level	Level 1
Title	Trainee Associate Software Eng
Total Compensation / CTC	180000
Band	Band 5
Level	Level 1
Salary Component	**Amount (in Rs./Month)**
Basic	4500
House Rent Allowance	2250
Conveyance Allowance	1600
Leave Travel Allowance	NA
Medical Reimbursement	1250
Special Allowance	2870
Ex-Gratia / Bonus*	1000
Total Fixed Cash	**13470**
Variable Pay	750
Provident Fund Contribution (PF)	540
Mediclaim Insurance Premium	240
Target Cost to Company	**15000**
Target Cost to Company (per annum)	**180000**

Note:

* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

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This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us at **ELLA – The Mphasis Learning Academy** on **28 July 2016** at **Mangalore**. The reporting time is **9:30 AM.** You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

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ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. ("The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) **Hours of Work**
   1.1. A working day shall comprise of nine hours.
   1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.
   1.3. At times you may be required to work beyond 8 working hours.
   1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) **Place of Employment**
   2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
   2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

3) **Travel**
   You may be required to travel, whether in India or overseas, in connection with office work at short notice

4) **Salary and Benefits**
   4.1. Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
   4.2. Notwithstanding the provisions of Clause 4.1, you acknowledge that it is the Company policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
   4.3. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
   4.4. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) **Relocation**
   You are eligible for relocation expenses reimbursement as per the company policy. In the event of your seperation within 12 months of joining Mphasis, this amount has to be paid back to the company.

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6) **Group Insurance, Provident Fund and Gratuity**

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:

6.1.1. Group Mediclaim Policy (for all employees)

6.1.2. Group Gratuity- scheme (all employees)

7) **Leave Entitlement Policy**

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days' for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) **Termination**

8.1. Your employment with the Company is subject to termination on:

8.1.1. Two month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.

In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) **Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) **Confidentiality**

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);

10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.

10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software) training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

11) Intellectual Property

11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.

11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: –

12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;

12.2. In particular, you expressly consent to:

12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

12.3. The reference to information "about you" includes reference to information about third

parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly

(A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

(B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

(C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.

15.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.

15.3 You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.

15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

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17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreements supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure

18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).

18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.

18.4. Should any part of this agreement be declared illegal or unenforceable, the arties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

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- *Originals need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- Being an ISC certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.
    - DOB and Name of Father, Mother, Spouse, Child/ Children
    - Educational details with the passing year
    - Your past experience details with the exact years and role played to be mentioned.
    - Blood Group
    - 1 Passport size photograph of all your dependants
    - Your Citibank account number, if existing already.
    - Your PF account number with current employer
    - Your PAN number
    - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by BASHYAM JOSEPH LOUIS
Date: 2016.07.27 17:39:54 +05:30
Reason: Authenticating Service
Location: Bangalore

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Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

You are required to report to the HR department on your day of joining.

Office Address: **Tech Bay, PL Comp, Jeppu Ferry Road, Morgan's gate, Jeppu, Mangalore - 575001**

Reporting Time: **9.00 am**

mindse8
www.mindse8.com

+91 7980 326 055

info.mindse8@gmail.com

JOB OFFER LETTER

23rd March 2016

Dear **Lokesh Kumar,**

Congratulations!

MINDSE8 is delighted to offer you the full-time job at the position of **"SALES ENGINEER"**. You are requested to report directly to the manager on July 18th 2016.

The starting salary for this position is 3 lakh per annum. ***MINDSE8*** offers a comprehensive benefits program, which includes medical insurance other benefits will be described in more detail once you report to the company.

Your employment with ***MINDSE8*** will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advanced notice. This letter is not a contract indicating employment terms or duration.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Choudhary

MANOJ CHOUDHARY
Managing Director

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bangaluru - 560 057

Address: DBS House, 10/2 Hungerford Street, Kolkata, West Bengal 700017

mindse8
www.mindse8.com

+91 7980 326 055

info.mindse8@gmail.com

JOB OFFER LETTER

23rd March 2016

Dear **Pratik Tambi**,

Congratulations!

MINDSE8 is delighted to offer you the full-time job & the position of **"SALES ENGINEER"**. You are requested to report directly to the manager on July 18th 2016.

The starting salary for this position is 3 lakh per annum. ***MINDSE8*** offers a comprehensive benefits program, which includes medical insurance other benefits will be described in more detail once you report to the company.

Your employment with ***MINDSE8*** will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advanced notice. This letter is not a contract indicating employment terms or duration.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Hchoudhary

MANOJ CHOUDHARY
Managing Director

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

FIRST RESOURCE
real estate solutions

Job Offer Letter

Date: 16-02-2016

Dear Guru Prasad,

We are pleased to offer you the position of HR Trainee at FIRST RESOURCE Company.

Your job will commence on 15-08-2016 and your starting salary will be 2.25 Lakhs per annum.

Please report to Mr. Veerendra Kumar, Managing Director on 10-08-2016 prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of FIRST RESOURCE Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at FIRST RESOURCE Company.

If you have any questions of comments, please call me immediately.

Very truly yours,

16/2/16

Mr. Veerendra Kumar

Managing Director

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

mindse8
www.mindse8.com

+91 7980 326 055
info.mindse8@gmail.com

JOB OFFER LETTER

23rd March 2016

Dear **Nalinakshi K**,

Congratulations!

MINDSE8 is delighted to offer you the full-time job & the position of **"SALES ENGINEER"**. You are requested to report directly to the manager on July 18th 2016.

The starting salary for this position is 3 lakh per annum. ***MINDSE8*** offers a comprehensive benefits program, which includes medical insurance other benefits will be described in more detail once you report to the company.

Your employment with ***MINDSE8*** will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advanced notice. This letter is not a contract indicating employment terms or duration.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Mchoudhary

MANOJ CHOUDHARY
Managing Director

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghattu Main Road
Bengaluru - 560 057

APT

Tel : +91-80-32953760
Fax : +91-80-28367304
Cell : +91-9845529001
E-mail:advent_tech@rediffmail.com

Advent Power Technologies

Shed No 59, Karim Saheb Layout Main Road, Shrigandhanagar, Near Peenya 2nd Stage, Vishwaneedam Post, Bangalore-560 091

DATE: 14th March 2016

OFFER LETTER

Dear **Nikhil C Madhusudhan,**

Subsequent to your successful interview with Advent Power Technologies we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum.**

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **15th July 2016**, failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non-Disclosure Agreement).

Very truly yours,

For ADVENT POWER TECHNOLOGIES

Authorised Signatory

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SUNLIGHT MACHINE TOOLS

Site No. 2, Plot No. 3B, Peenya Industrial Park, KIADB Main Road, Peenya Industrial Area, (Next to coir board), Bangalore - 58. Mob : 9448487763, 9886090696
Ph. : 080-43770287 E-mail : sunlightmachinetools@gmail.com

Ref: SMT/2015-16/38

DATE: 05/05/2016

OFFER LETTER

To,
Chethan Kumar S,
Mechanical Branch
Sapthagiri College of Engineering
Bangalore-57

Dear Chethan Kumar S,

We are pleased to offer you the employment at our company as **Quality Engineer**. We feel that your skills and background will be valuable assets to our team.

You can join the company on the first week of ***June 2016***. We offer you a salary package of **2.2 lakhs per annum**. The details about employment benefits will be explained in detail to you at our company by the manager. If you choose to accept this offer, report to the company with the original documents for verification. In addition to this we require you to sign the Confidentiality Agreement prior to the joining.

We look forward to welcome you,

MANAGING PARTNER

SUNLIGHT MACHINE TOOLS
Site No. 2, Plot No.3B, Peenya Industrial Park,
KIADB Main Road, Peenya Industrial Area,
BANGALORE-560 058.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road,
Bengaluru - 560 057

SUNLIGHT MACHINE TOOLS

Site No. 2, Plot No. 3B, Peenya Industrial Park, KIADB Main Road, Peenya Industrial Area, (Next to coir board), Bangalore - 58. Mob : 9448487768, 9886090696
Ph. : 080-43770287 E-mail : sunlightmachinetools@gmail.com

Ref : SMT/15-16/30

Date :

DATE: 05/05/2016

OFFER LETTER

To,
Gagan G,
Mechanical Branch
Sapthagiri College of Engineering
Bangalore-57

Dear Gagan G,

We are pleased to offer you the employment at our company as **Quality Engineer**. We feel that your skills and backgrcund will be valuable assets to our team.

You can join the company on the first week of ***June 2016.*** We offer you a salary package of **2.2 lakhs per annum**. The details about employment benefits will be explained in detail to you at our company by the manager. If you choose to accept this offer, report to the company with the original documents for verification. In addition to this we require you to sign the Confidentiality Agreement prior to the joining.

We look forward to welcome you,

MANAGING PARTNE]

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SUNLIGHT MACHINE TOOLS
Site No. 2, Plot No:3B, Peenya Industrial Park,
KIADB Main Road, Peenya Industrial Area,
BANGALORE-560 058.

SUNLIGHT MACHINE TOOLS

Site No. 2, Plo: No. 3B, Peenya Industrial Park, KIADB Main Road, Peenya Industrial Area, (Next to coir board), Bangalore - 58. Mob : 9448487768, 9886090696
Ph. : 080-43770287 E-mail : sunlightmachinetools@gmail.com

Ref: SMT/15-16/31

Date :

DATE: 05/05/2016

OFFER LETTER

To,
NiteeshAnantHegde,
Mechanical Branch
Sapthagiri College of Engineering
Bangalore-57

Dear Niteesh Anant Hegde,

We are pleased to offer you the employment at our company as **Quality Engineer**. We feel that your skills and background will be valuable assets to our team.

You can join the company on the first week of ***June 2016.*** We offer you a salary package of **2.2 lakhs per annum**. The details about employment benefits will be explained in detail to you at our company by the manager. If you choose to accept this offer, report to the company with the original documents for verification. In addition to this we require you to sign the Confidentiality Agreement prior to the joining.

We look forward to welcome you,

[MANAGING PARTNER]

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road,
Bengaluru - 560 057

SUNLIGHT MACHINE TOOLS
Site No. 2, Plot No:3B, Peenya Industrial Park,
KIADB Main Road, Peenya Industrial Area,
BANGALORE-560 058.

mindse8
www.mindse8.com

+91 7980 326 055

info.mindse8@gmail.com

JOB OFFER LETTER

23rd March 2016

Dear **Sheela Hasyagar**,

Congratulations!

MINDSE8 is delighted to offer you the full-time job & the position of **"SALES ENGINEER"**. You are requested to report directly to the manager on July 18th 2016.

The starting salary for this position is 3 lakh per annum. ***MINDSE8*** offers a comprehensive benefits program, which includes medical insurance other benefits will be described in more detail once you report to the company.

Your employment with ***MINDSE8*** will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advanced notice. This letter is not a contract indicating employment terms or duration.

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,

Choudhary

MANOJ CHOUDHARY
Managing Director

Principal
Sapthagiri College of Engineering
14/5, Chikkasancra, Hesaraghatta Main Road
Bengaluru - 560 057

Nara Technologies Pvt. Ltd. Opc.

No. 307, 7 Cross, Shivananda Nagar, NT Sandra

Post, Bangalore, Pin-560075
Ph: 080-69999413

Websit2: www.phoenixinc.in

Date: 04/08/2016

Name: Abhay P Dixit

RE: LETTER OF OFFER OF EMPLOYMENT – Service Executive

Dear *Candidate*,

Following our recent discussions, we are delighted to offer you the position of Service Executive with *Nara Technologies*. *Nara Technologies* is *a research and development organization with expertise in embedded systems and IT solutions*. If you join *Nara Technologies*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Nara Technologies* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Nara Technologies*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job description:
The employee is required to:

1. *To develop content as per requirements of the company.*
2. *To be willing to travel as and when needed for project deployment.*
3. *To be punctual to office hours at Nara Technologies.*
4. To attend 2 months training starting 3rd week of March.
5. To provide excellent service and follow company policies.

Terms and conditions:

1. Employee will have to execute a bond of 12 months starting 3rd week of March.
2. Starting 3 months from 1st week of July will be of probation period.
3. A notice period of 15 days applies during the probation period in case the company requires employment to be terminated.
4. A notice period of 1 month applies after the bond period.
5. There will be a maximum of 7 paid sick leaves in a year.
6. Any further leaves will result in salary deduction on pro-dates basis.
7. Vacations may be allotted if projects are completed before deadlines.
8. All government holidays are paid leaves.
9. Employee must be present at office premises during working hours.

Start date *3rd Week of March 2016.*

Salary: *Mentioned in Emails.*

Probation: *3 Months.*

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Nara Technologies Pvt. Ltd. Opc.

No. 307, 7 Cross, Shivananda Nagar, N Sandra
Post, Bangalore, Pin-560075
Ph: 080-69999413

Group benefits: *Mentioned in the Employment Agreement.*

Hours of work: 48 hours per week.

Reporting relationship: *Rohit Nara, CEO, Nara Technologies Pvt Ltd Opc.*

Vacation: *7 Sick leaves + Government Holidays.*

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards of Nara Technologies.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

Rohit Nara,
CEC,

Nara Technologies Pvt Ltd (Opc)
Bangalore HQ.

With the signature below, I accept this offer for employment.

_____ _____

Name Date

Terms and conditions of employment are included in the Employment agreement.

Nara Technologies Pvt. Ltd. Opc.

th
No. 307, 7 Cross, Shivananda Nagar, NT Sandra

Pc st, Bangalore, Pin-560075
Ph: 080-69999413

Websit2: www.phoenixinc.in

Date: 04/08/2016

Name: APURVI KUMARI

RE: LETTER OF OFFER OF EMPLOYMENT – Service Executive

Dear *Candidate*,

Following our recent discussions, we are delighted to offer you the position of Service Executive with *Nara Technologies. Nara Technologies* is *a research and development organizat'on with expertise in embedded systems and IT solutions.* If you join *Nara Technologies*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Nara Technologies* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Nara Technologies*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job description:
The employee is required to:

1. *To develop content as per requirements of the company.*
2. *To be willing to travel as and when needed for project deployment.*
3. *To be punctual to office hours at Nara Technologies.*
4. To attend 2 months training starting 3rd week of March.
5. To provide excellent service and follow company policies.

Terms and conditions:

1. Employee will have to execute a bond of 12 months starting 3rd week of March.
2. Starting 3 months from 1st week of July will be of probation period.
3. A notice period of 15 days applies during the probation period in case the company requires employment to be terminated.
4. A notice period of 1 month applies after the bond period.
5. There will be a maximum of 7 paid sick leaves in a year.
6. Any further leaves will result in salary deduction on pro-dates basis.
7. Vacations may be allotted if projects are completed before deadlines.
8. All government holidays are paid leaves.
9. Employee must be present at office premises during working hours.

Start date: *3rd. Week of March 2016.*

Salary: *Mentioned in Emails.*

Probation: *3 Months.*

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Nara Technologies Pvt. Ltd. Opc.

No. 307, 7 Cross, Shivananda Nagar, NT Sandra

Post, Bangalore, Pin-560075
Ph: 080-69999413

Group benefits: *Mentioned in the Employment Agreement.*

Hours of work: 48 hours per week.

Reporting relationship: *Rohit Nara, CEO, Nara Technologies Pvt Ltd Opc.*

Vacation: *7 Sick leaves + Government Holidays.*

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards of Nara Technologies.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

Rohit Nara,
CEO,

Nara Technologies Pvt Ltd (Opc)
Bangalore HQ.

With the signature below, I accept this offer for employment.

_____ _____

Name Date

Terms and conditions of employment are included in the Employment agreement.

Nara Technologies Pvt. Ltd. Opc.

No. 307, 7 Cross, Shivananda Nagar, NT Sandra

Post, Bangalore, Pin-560075
Ph: 080-69999413

Websit2: www.phoenixinc.in

Date: 04/08/2016

Name: PABAITRA HALDAR

RE: LETTER OF OFFER OF EMPLOYMENT – Service Executive

Dear *Candidate,*

Following our recent discussions, we are delighted to offer you the position of Service Executive with *Nara Technologies. Nara Technologies is a research and development organization with expertise in embedded systems and IT solutions.* If you join *Nara Technologies*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Nara Technologies* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Nara Technologies*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job description:
The employee is required to:

1. *To develop content as per requirements of the company.*
2. *To be willing to travel as and when needed for project deployment.*
3. *To be punctual to office hours at Nara Technologies.*
4. To attend 2 months training starting 3rd week of March.
5. To provide excellent service and follow company policies.

Terms and conditions:

1. Employee will have to execute a bond of 12 months starting 3rd week of March.
2. Starting 3 months from 1st week of July will be of probation period.
3. A notice period of 15 days applies during the probation period in case the company requires employment to be terminated.
4. A notice period of 1 month applies after the bond period.
5. There will be a maximum of 7 paid sick leaves in a year.
6. Any further leaves will result in salary deduction on pro-dates basis.
7. Vacations may be allotted if projects are completed before deadlines.
8. All government holidays are paid leaves.
9. Employee must be present at office premises during working hours.

Start date: *3rd. Week of March 2016.*

Salary: *Mentioned in Emails.*

Probation: *3 Months.*

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Nara Technologies Pvt. Ltd. Opc.

No. 307, 7 Cross, Shivananda Nagar, NT Sandra
Post, Bangalore, Pin-560075
Ph: 080-69999413

Group benefits: *Mentioned in the Employment Agreement.*

Hours of work: 48 hours per week.

Reporting relationship: *Rohit Nara, CEO, Nara Technologies Pvt Ltd Opc.*

Vacation: *7 Sick leaves + Government Holidays.*

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards of Nara Technologies.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

Rohit Nara,
CEO,

Nara Technologies Pvt Ltd (Opc)
Bangalore HQ.

With the signature below, I accept this offer for employment.

Name _____ Date _____

Terms and conditions of employment are included in the Employment agreement.

Nara Technologies Pvt. Ltd. Opc.

No. 307, 7 Cross, Shivananda Nagar, NT Sandra

Post, Bangalore, Pin-560075
Ph: 080-69999413

Websit2: www.phoenixinc.in

Date: 04/08/2016

Name: PUNESH MISHRA

RE: LETTER OF OFFER OF EMPLOYMENT – Service Executive

Dear *Candidate*,

Following our recent discussions, we are delighted to offer you the position of Service Executive with *Nara Technologies*. *Nara Technologies* is *a research and development organization with expertise in embedded systems and IT solutions*. If you join *Nara Technologies*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Nara Technologies* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Nara Technologies*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing

Job description:
The employee is required to:

1. *To develop content as per requirements of the company.*
2. *To be willing to travel as and when needed for project deployment.*
3. *To be punctual to office hours at Nara Technologies.*
4. To attend 2 months training starting 3rd week of March.
5. To provide excellent service and follow company policies.

Terms and conditions:

1. Employee will have to execute a bond of 12 months starting 3rd week of March.
2. Starting 3 months from 1st week of July will be of probation period.
3. A notice period of 15 days applies during the probation period in case the company requires employment to be terminated.
4. A notice period of 1 month applies after the bond period.
5. There will be a maximum of 7 paid sick leaves in a year.
6. Any further leaves will result in salary deduction on pro-dates basis.
7. Vacations may be allotted if projects are completed before deadlines.
8. All government holidays are paid leaves.
9. Employee must be present at office premises during working hours.

Start date: *3rd Week of March 2016.*

Salary: *Mentioned in Emails.*

Probation: *3 Months.*

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Nara Technologies Pvt. Ltd. Opc.

No. 307, 7 Cross, Shivanarda Nagar, NT Sandra

Post, Bangalore, Pin-560075
Ph: 080-69999413

Group benefits: *Mentioned in the Employment Agreement.*

Hours of work: 48 hours per week.

Reporting relationship: *Rohit Nara, CEO, Nara Technologies Pvt Ltd Opc.*

Vacation: *7 Sick leaves + Government Holidays.*

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards of Nara Technologies.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

Rohit Nara,
CEO,

Nara Technologies Pvt Ltd (Opc)
Bangalore HQ.

With the signature below, I accept this offer for employment.

_____ _____

Name Date

Terms and conditions of employment are included in the Employment agreement.

TI2 TECHNOLOGIES
THINK. INNOVATE. IMPLEMENT

DATE: 14/03/2016

OFFER LETTER

Dear Nishant Khanna,

Subsequent to your successful interview with TI2 Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your CTC will be **Rs.2.25 lac per annum** .

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **05-08-16,** failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non- Disclosure Agreement).

Very truly yours,

Mrs.Sushma B,
CEO

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

TECHNOLOGIES BANGALORE-73

2, Sathya Shanthi Nilaya, 10th Cross, Bagalagunte, Bangalore - 560073.
www.ti2technologies.com ti2technologies2@gmail.com
9901758006

S.R. TECHNOLOGIES

OFFER LETTER

Date: 23-02-2016

To
Ankit Pal,
SCE, Bangalore -560057

Dear Ankit Pal,

We are pleased to offer you the position of Marketing Trainee at **S. R. Technologies, Bangalore**

Your job will commence on first week of August 2016 and your starting salary will be 2.75 Lakhs per annum.

Please report to the supervisor on prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of S. R. Technologies Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

We look forward to your arrival at **S.R. Technologies, Bangalore.**

If you have any questions of comments, please call me immediately.

Very truly yours,

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Bangalore-91

#29,D Group Employees Layout,1st Block Lingadheeranahalli,Andhrahalli Main Road
Bengaluru-560 091. INDIA E-mail:- srtechnoblr@gmail.com

amazon® | Development Centre India

01-Aug-2

To,
Vishal Tripathi
No 02, 4th Main, 1st Cross,
Kiran Complex, KG Halli, Jalahalli West Post
Bangalore 560015

Re: Offer of Employment

Dear Vishal,

On behalf of Amazon Development Centre (India) Private Limited (the "Company"), We are very pleased to issue this offer letter for the positic of Transaction Risk Investigator, at Bangalore. This offer letter outlines only the basic terms which are not exhaustive and does not include th detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements reference below. This offer is contingent on a candidature reference and successful completion of the background check done by the company.

Start Date and Salary
Unless we mutually agree otherwise in writing, you will commence employment on 17-Aug-2016 (the "Start Date"). Your starting salary will be Rs. 290,000 (Rupees Two Lakh Ninety Thousand Only) annualised, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime. If your start date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily this process occurs each April.

Employment Agreement and Confidentiality, Noncompetition and Invention Assignment Agreement
On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement"), as well as the Company's Confidentiality, Noncompetition and Invention Assignment Agreement (the "NDA"). You are requested to note that NDA will significantly restrict your future flexibility in many ways. For example, you will be unable to seek or accept certain employment opportunities for a period of upto 12 months after you leave the Company. Please review the Employment Agreement and NDA carefully and if appropriate, have your attorney review it as well.

Irrespective of the background check conducted by the company, in case you are not an Indian national and required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit / authorisation / visa, as the case may be, to work in India. You shall be on a probationary period of 3 months ("Probation Period"). Your performance will be reviewed at regular intervals during the probation period. Depending on the outcome of such evaluations, Amazon may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, the company may, at its sole discretion, extend the probationary period for a further period of 3 more months (only in writing) or terminate your employment with Amazon India with immediate effect and without any notice, with no further liabilities to Amazon India, except for remuneration up to the date of termination of employment.

If you wish to accept employment with the Company, please indicate so by signing both copies of this letter retaining one for your files. This offer and all terms of employment stated in this letter will expire if you have not returned a signed copy of this letter by 11-Aug-2016 along with the NDA delivered to you. If you intend to start your employment within five days of receiving this offer, please contact me immediately. In the event of there being conflict or inconsistency in the Employment Agreement and NDA on one side and this letter of offer on another, the terms of Employment Agreement and NDA, shall prevail.

We are very excited about the possibility of you joining us. I hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let me know if I can answer any questions for you about any of the matters outlined in this letter.

Sincerely,
For and on Behalf of Amazon Development Centre (India) Private Limited

Ravi Prakash
Sr. HR Business Partner

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

EMPLOYEE ACCEPTANCE
I accept employment with the Company under the terms set forth in this letter.

02/08/16
Date

TI2 TECHNOLOGIES
THINK. INNOVATE. IMPLEMENT

DATE: 14/03/2016

OFFER LETTER

Dear Sabarish N,

Subsequent to your successful interview with TI2 Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum** .

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **05-08-16,** failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non- Disclosure Agreement).

Very truly yours,

Mrs.Sushma B,
CEO

TECHNOLOGIES BANGALORE-73

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

2, Sathya Shanthi Nilaya, 10th Cross, Bagalagunte, Bangalore - 560073.
www.ti2technologies.com ti2technologies2@gmail.com
9901758006

SUNLIGHT MACHINE TOOLS

Site No. 2, Plot No. 3B, Peenya Industrial Park, KIADB Main Road, Peenya Industrial Area, (Next to coir board), Bangalore - 58. Mob : 9448487768, 9886090696
Ph. : 080-43770287 E-mail : sunlightmachinetools@gmail.com

Ref : SMT/15-16/29

Date :

DATE: 05/05/2016

OFFER LETTER

To,
K Nitish,
Mechanical Branch
Sapthagiri College of Engineering
Bangalore-57

Dear K Nitish,

We are pleased to offer you the employment at our company as **Quality Engineer**. We feel that your skills and background will be valuable assets to our team.

You can join the company on the first week of ***June 2016.*** We offer you a salary package of **2.2 lakhs per annum**. The details about employment benefits will be explained in detail to you at our company by the manager. If you choose to accept this offer, report to the company with the original documents for verification. In addition to this we require you to sign the Confidentiality Agreement prior to the joining.

We look forward to welcome you,

MANAGING PARTNER

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SUNLIGHT MACHINE TOOLS
Site No. 2, Plot No:3B, Peenya Industrial Park,
KIADB Main Road, Peenya Industrial Area,
BANGALORE-560 058.

15-16
BT

amazon | Development Centre India

APPOINTMENT LETTER

EMPLOYER: Amazon Development Centre (India) Private Limited (incorporated under the Companies Act, 1956, having its registered office at 8th, 9th & 10th Floor, Brigade Gateway, World Trade Centre, No. 26/1, Dr. Rajkumar Road, Malleshwaram(W), Bangalore – 560055) ("Amazon India")

EMPLOYEE:

Name : **Poornima Prakash Biradar**

Postal Address : #5, Sri Siddeshwara nilaya, 3th cross Venugopal nagar, B'lre-33

Permanent Address : #5, Sri Siddeshwara nilaya, 3th cross Venugopal nagar, B'lre-33

Father's Name : Prakash Biradar

Date of Birth : 03/07/1993

Employee Serial Number : **101392317**

The following main terms and conditions will apply to your employment with Amazon India. Other terms and conditions applicable to your employment will be set forth in Amazon India's policies and procedures ("Amazon's Policies and Procedures") as communicated to you. Amazon India reserves the right to change Amazon's Policies and Procedures from time to time at its sole discretion.

Amazon Development Centre (India) Pvt. Ltd. Poornima P B

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/KtbxLwGWcLscGZwrQlQnqDJXqWwQdSBV?projector=1&messagePartId=0.1 1/1

APT

Tel : +91-80-3255376
Fax : +91-80-2836730
Cell : +91-984552900
E-mail:advent_tech@rediffmail.com

Advent Power Technologies

Shed No. 59, Karim Saheb Layout Main Road, Shrigandhanagar, Near Peenya 2nd Stage, Vishwaneedam Post, Bangalore-560 091

DATE: 14-Mar 2016

OFFER LETTER

Dear Vishwachethan,

Subsequent to your successful interview with Advent Power Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum.**

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **15-07-16**, failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non-Disclosure Agreement).

Very truly yours,
For ADVENT POWER TECHNOLOGIES

Authorised Signatory

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

ISG12BT006

2015-16

indegene

Requisition ID # HC#IND/4380/14

ReqResumeID # RES/347558/14

Date: 21 November, 2016

To,
Ms. Bhoomika S Kumar
Bangalore

Dear **Bhoomika,**

Further to our offer letter dated **18-Nov-2016,** we are pleased to appoint you as **Junior Quality Analyst** in Indegene Private Limited (formerly Indegene Lifesystems Private Limited) (referred below as 'Company') at our office in Bangalore effective **21 November, 2016.** The detailed terms and conditions of employment are stipulated herein for your formal acceptance.

1. **Band & Department:** You will be **in Band A: Level 1;** under **Packaging, Artwork & Labeling** department.

2. **Probation Period:** You will be on probation for a period of 6 months from the date of your appointment. Your probation period can be further extended at the discretion of the Company, depending upon your performance during this period. On completion of your period of probation, if your attendance, work and conduct are evaluated as satisfactory, the Company shall confirm you in writing. However, unless your services are confirmed in writing, your probationary period shall be deemed to have been extended, till you get a communication from the Company in writing.

3. **Cost to Company:** You will be entitled to the salary and benefits as set out in Annexure A. The compensation structure may undergo modifications from time to time at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of tax and statutory requirements as per the Company's procedures and laws from time to time. Your salary is a matter purely between yourself and the Company and you shall maintain all information regarding your salary as personal and confidential.

4. **Rules and Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies. The rules and regulations will be dependent on the business units that you would be working for. Please note that you shall be prepared to undertake shift duties/ work extended hours as required by the Company depending upon the business requirements/policies and exigencies of work.

5. **Working Hours:** You will be required to work in any of the Non-Standard Shifts as per the business requirements. Shift working could be rotational as well. However, as per business requirements and client needs, we expect you to work beyond these hours, if needed.

6. **Exclusiveness:** Your position is a full-time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity, or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment of the Company without permission in writing from the management of the Company. You are not subject to any agreement or restriction, which would restrict your employment with the Company.

   i. The Company has appointed you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the Company indemnified from and against any and all claims that may arise in this regard.

CORPORATE OFFICE: Indegene Lifesystems Pvt. Ltd., Third Floor, Aspen G-4 Block, Manyata Embassy Business Park (SEZ), Outer Ring Road, Nagavara, Bangalore - 560 045, Karnataka, India | CIN: U73100MH1998PTC269424

+91 80 3920 4567 +91 80 7103 4568 | +91 80 7103 4568 | info@indegene.com | www.indegene.com

REGISTERED OFFICE: C-3, 4th Floor, Everest Building, J. Dadaji Marg, Tardeo, Mumbai 400 034 | +91 22 4079 4079 | +91 22 4079 4080

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

7. **Duties:** You shall devote complete time and attention to perform your duties and use your best endeavors to promote the interests of the organization and your conduct shall be such as to not damage the interests of the Company. You shall perform such duties and observe and confirm to such directions as may be assigned or communicated to you by the Company or such officers who are authorized.

8. **Deployment, Transfer and Travel:** You will be liable to be deployed, transferred in such capacity by the Company from time to time to any other location, department, establishment, factory or branch of the Company or its affiliate, associate, subsidiary companies. On transfer, you will be governed by the terms and conditions of services as applicable. You will also be required to undertake travel on Company work. You will be reimbursed all expenses incurred by you toward travel, local conveyance, boarding and lodging as per the Company policy.

   8.1. **Special training and travel abroad:** You will be required to participate in any program/special training/work on site to gain specialized skills in the various processes of our Company, in the facility abroad or at the client site/side in the field as the Company recommends. During the travel period, you will be reimbursed all expenses incurred by you towards your travel, boarding and lodging as per the Company policy. You hereby agree to sign the agreement/any other document for any travel that you may need to undertake as per this clause, as required by the Company policy. You agree that after the completion of the said program/training, you will work for the Company as specialist in the field of the said program or in any other position that the Company may assign to you from time to time unless your services are duly terminated.

9. **Conduct:** Your conduct at all times should reflect observance of the national and local laws and the rules and regulations implemented in the Company from time to time. You will be expected to show the highest standards / degree of propriety and integrity, in all the dealings with the Company, its clients and their organizations. In any matter not covered in this letter, you will be governed by the Rules and Regulations of the Company, which may be framed as per the Requirement from time to time.

   9.1. You shall promptly inform the Company in writing regarding any changes to your permanent and contact addresses/phone numbers and other such necessary details. The appointment and your continuation on the Company's rolls are in good faith and are based on the data, information or any other understanding provided by you at different stages of your selection by us. Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post to you at your address in India as recorded with the company.

   9.2. You shall not, without prior consent of the Company in writing, publish any book/brochure or article concerning any matter relating to any area or activity of the Company or its associates, venders, clients etc., particularly if the contents of the publication fall into the domain of confidentiality, secrecy or against the interests of the Company, its associates etc. On receipts of a formal request from you for such publication, Company will not unreasonably withhold its formal consent; Company's decision regarding the consent shall be final and binding on you.

10. **Statutory Obligations/Contributions:** You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

    i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.

    ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.

CORPORATE OFFICE: Indegene Lifesystems Pvt. Ltd., Third Floor, Aspen G-4 Block, Manyata Embassy Business Park (SEZ), Outer Ring Road, Nagavara, Bangalore - 560 045, Karnataka, India | CIN: U73100MH1998PTC269424
+91 80 3920 4567 +91 80 7103 4567 +91 80 7103 4568 +91 80 3920 4568 info@indegene.com www.indegene.com
REGISTERED OFFICE: C-3, 4th Floor, Everest Building, J. Dadaji Marg, Tardeo, Mumbai 400 034 +91 22 4079 4079 +91 22 4079 4080

11. **Performance:** Your performance will be assessed and appraised annually as per the performance appraisal/evaluation process or any other mechanism implemented by the Company from time to time depending on the roles and responsibilities assigned to you. Any review in compensation, role, designation, and band level will be subject to annual review or in line with the process as applicable from time to time, subject to performance and fulfillment of all eligibility criteria and contribution.

12. **Superannuation:** You will be retired from service upon reaching the superannuation age of 58 or earlier in case you are found physically/mentally unfit to work any longer. If called upon, you shall submit yourself to an examination by a qualified registered medical practioner appointed or agreed to by the Company and you may be required to produce a certificate of Medical fitness as required.

13. **Indemnity:** You shall at all times indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.

14. **Confidentiality and Noncompetition:** You hereby confirm that you will conform to the confidentiality, protection of interest and noncompete undertaking, which is applicable from time to time.

14.1. **Confidentiality:** Confidential information shall mean all notes, data, information and/or memoranda of any nature and in particular the confidential information which shall be acquired, received or provided to you during the course of your employment with us including all information which is not publicly known relating to the business affairs, proprietary products, technology, research, development and trade secrets, commercial information, intellectual property of our Company and its affiliated companies and other entities with which business is conducted, etc. ("Confidential Information"). You are hereby bound by virtue of your employment with us to maintain all the Confidential Information in strictest confidence and except as reasonably required in the performance of your authorized duties, you covenant that you shall not at any time during the employment or at any time after your employment for a period of 5 years after termination/resignation/retirement disclose or reveal to any person or otherwise make use of Confidential Information including any other trade secret or confidential operations, processes or dealings or any information concerning the organization, business finances transactions or affairs of the Company or any of the Company's subsidiaries or associates which may come to your knowledge during your employment hereunder. You further covenant to take all reasonable action to prevent unauthorized use or disclosure of any confidential information.

The foregoing does not apply to:

I. Information that by means other than your deliberate or inadvertent disclosure becomes well known or is readily ascertainable by the public

II. Disclosures compelled by judicial or administrative proceedings following your diligent challenge to such disclosure having afforded us the opportunity to participate in the proceedings

Further you hereby acknowledge that all the Confidential Information is our property and shall be surrendered by you to the Company at the termination of employment or at the request of the Company at any time during the course of employment or at any time thereafter.

You acknowledge that this condition of employment may be altered or its obligations excused except by a written document signed by management of the Company.

14.2 **Protection of Interest:** Any work done by you during the course of your employment shall belong to the Company Indegene and this will cover all products/services/inventions, etc. This work shall be the sole and exclusive property of Indegene. If you conceive any new or advanced methods of improving processes formulae/systems in relation to the operation of the Company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right/property of the Company. You will

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agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to Company and (b) all documents required to obtain a patent, register a copyright, or enforce Indegene's right to such information. These obligations shall continue beyond the termination of employment with respect to the work and inventions you conceive or make during the period of your employment. Indegene's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation.

14.3. **Noncompete:** It is specifically understood by you that during the period of your employment with us you shall not seek or accept to be employed, engaged, hired by or in any manner whatsoever render services to any third party either in India or abroad whether or not such third party is engaged in competing business with our Company or otherwise. Further, for a period of 6 months immediately after your resignation/termination/retirement from the Company, you shall not seek or accept employment in any company that carries on business in direct competition with the business of the Company; however, you shall not during the said period of 5 years use, deal in or reveal the Confidential Information to any third party whatsoever.

14.4. **Noncompete for recruitment:** You will not recruit/refer or hire any employee of the Company for a period of 6 months after termination of your employment with the Company without express written consent from the Company.

15. **Notice Period:** Either party has to provide 1-month (30 days) notice or salary in lieu of notice in case of termination of services during probation period. On confirmation of the services after 6 months, either party has to provide 2-months (60 days) notice or salary in lieu of notice in case of termination of services. The Company reserves the right to recover salary in lieu of the notice period. Upon acceptance of your resignation, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of notice period without compensating for the expiry of notice period and without compensating for the unexpired period and is not bound to give any reasons thereof.

16. **Termination of service:** Your employment may be terminated forthwith by the Company without prior notice or compensation if in the opinion of the Company at any time:

- Any declaration given or information furnished to the Company prove to be false or if you are found to have willfully suppressed any material information
- Commit any serious or persistent breach of any of the provisions herein contained or on any integrity issues as found by the Company
- Do or cause to be done any act, deed, matter or thing otherwise than in the interest of the Company
- Be guilty of any misconduct or neglect in the discharge of your duties or exercise of your powers hereunder or otherwise to or vested in you from time to time
- Fail to or neglect in observing and complying fully with all resolutions, regulations, instructions and directions from time to time made or given to you by the Company
- Become bankrupt or make any arrangement or composition with your creditors
- Become of unsound mind
- Be convicted of any criminal offence
- Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties
- If you do not report on duty for 7 continuous working days without any information to your reporting manager

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REGISTERED OFFICE: C-3, 4th Floor, Everest Building, J. Dadaji Marg, Tardeo, Mumbai 400 034 +91 22 4079 4079 +91 22 4079 4080

Upon termination of your employment for whatsoever reasons as mentioned above or any grave misconduct, you shall, upon request of the Company, resign without claim for compensation from all offices held by you in the Company and any of its subsidiaries and associates and you shall forthwith quit, handover any of the assets or other movable and immovable property of or belonging to the Company and deliver to the Company or to any person nominated by the Company for this purpose.

17. **Separation**: On acceptance of the separation notice (including retirement), you will immediately give up to the Company all Company assets, correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, etc., belonging to the Company or relating to its business and shall not make or retain any copies of these items. You shall comply with all procedures, handover of charges and clearance of all dues, etc., and requirements connected with the separation.

The above terms and conditions are subject to Company policy. The Company reserves to itself and shall have the right to vary or modify, at any time, any or all of the conditions of your service, policies and procedures, which will be binding upon you.

If the above terms and conditions are acceptable to you, kindly sign the copy being the "Acceptance Copy" after duly affixing your full signature on the last page and your initials/signature on the remaining pages in token of your formal acceptance.

We welcome you to TEAM INDEGENE and wish you all the success in your new assignment and looking forward to having a long, cordial and fruitful career with us.

Yours truly,
For Indegene Private Limited (formerly Indegene Lifesystems Private Limited)

Bina Palli
Vice President - Human Resources

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

Name: _____ Place: _____

Date: _____ Signature: _____

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By Speed Post

SOUTH EAST CENTRAL RAILWAY
दक्षिण पूर्व मध्य रेलवे
मंडल कार्यालय
कार्मिक विभाग
बिलासपुर – 495 004
दूर. : 62430 , 07752-247030
फैक्स : 62934 , 07752-247039

SOUTH EAST CENTRAL RAILWAY
Divisional Office
Personnel Department
Bilaspur – 495 004
Tele : 62430 (Rly) , 07752-247030 (DOT)
Fax : 62934 (Rly), 07752-247030 (DOT)

No. P/BSP/Rectt./Tech-II /2/2020 Date 14.02.2020

To

Shri KSHITIJ YADAV

S/O SANTOSH KUMAR YADAV

Vill - M 139 NAVAPARA S E C L CHHAL COLONY RAIGARH PO -

Dist. RAIGARH (CHHATTISGARH) 496665

Sub:-Temporary/Provisional appointment as Technician-III (SIGNAL) in Scale Rs.5200-20200/- GP. 1900/- (VIth PC)/Level-II (7thPC).

1. (a) I am prepared to offer you the post of Technician-III (SIGNAL) purely on a temporary basis subject to fitness in Medical Examination by the Authorized Medical Officer of this Railway and production of your original certificates, such as Birth Certificate, Matriculation Certificate, 12th Certificate, ITI, and Graduation certificate etc., on a stipend of Rs. ------- p.m. with dearness allowance as admissible under the Railway Rules.

2. This appointment is subject to your posting in any station of SEC Railway. However, while doing actual allotment of division at the end of the training, due consideration will be given to your preference indicated by you in the RRB application.

3. Training period will commence on the date you are enrolled as such. It must be clearly understood that although efforts will be made to absorb you in the regular cadre of this Railway as Technician-III (SIGNAL) in scale of pay of Rs.5200-20200/- with GP Rs. 1900/- (VIth PC)/ Level-IV (7thPC) after the successful completion of the period of your training subject to availability of vacancy, however no such guarantee is being given herein.

4. This appointment it terminable on 14 days notice on either side but no such notice will be required if the training period is terminated due to your mental or physical incapability, failure in examination or your removal or dismissal as a disciplinary measure.

5. You will be required to take on oath of allegiance or make an affirmation in the form indicated below:-
That " I Sri ----------do swear/ solemnly affirm that I will be faithful and bear true allegiance to India Union and to the Constitution of India as by law established and that I will carry out the duties of my office locally honestly and with impartiality. So help me God. "
Note:- CONSCENTIOUS OBJECTOR TO OATH TAKING MAY MAKE SOLEMN AFFIRMATION IN THE PRESCRIBED FORM INDICATED ABOVE.

6. You will confirm strictly to all rule regulations of temporary railway service inform time to time.

7. You must be prepared to go on transfer to any station or the South East Central Railway system if required to do so.

12.02.2020

1

Principal
Sapthagiri College of Engineering
#14, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Shobha I Hugar <shobhahugar@sapthagiri.edu.in>

Fwd: Syntel Communication : Joining Email (New joining kit attached)

1 message

Dr.Sangeeta Siri <sangeetamk28@gmail.com>
To: shobhahugar@sapthagiri.edu.in

Tue, Feb 4, 2020 at 3:49 PM

---------- Forwarded message ---------
From: **Dr.Sangeeta Siri** <sangeetamk28@gmail.com>
Date: Tue, 4 Feb 2020, 12:58
Subject: Fwd: Syntel Communication : Joining Email (New joining kit attached)
To: Shobha Hugar <shobhahugar@gmail.com>

---------- Forwarded message ---------
From: **Smitha Sabnis** <sabnis.smitha@gmail.com>
Date: Tue, 4 Feb 2020, 12:44
Subject: Fwd: Syntel Communication : Joining Email (New joining kit attached)
To: <sangeetamk28@gmail.com>

---------- Forwarded message ---------
From: **Gupte, Rujuta** <Rujuta_Gupte@syntelinc.com>
Date: Thu, Nov 24, 2016, 13:50
Subject: Syntel Communication : Joining Email (New joining kit attached)
To: sabnis.smitha@gmail.com <sabnis.smitha@gmail.com>

Description: Description: Description: Description: Description: Description: C:\Documents and Settings\PP26690\Desktop\html\images\cp2.jpg

Dear Smitha K Sabnis,

Congratulations! We are glad to inform you that you will be joining Syntel as per the following details:

As we welcome you to be a part of Syntel, we request you to kindly go through the details and basic guidelines on the joining formalities to ensure that you have a smooth on-boarding experience with Syntel.

Date of Joining: 28st November 2016, Monday

Reporting Time: 9:00 am

Dress Code: Business Formals.

Joining Location: Chennai

Work Location Address:

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

SYNTEL PVT LTD

SEZ Unit,

Plot. H7 & H8,

SIPCOT IT Park,

Siruseri,

Chennai – 603103

Important Instruction

Please read the instructions very carefully mentioned in the attachment

- This is mandatory. No deviation will be permitted.
- You will be covered under the Syntel Induction Program on your date of joining. Please ensure you arrive on time at the induction venue.
- As per policy, outstation candidates can avail the guest house accommodation facility if required for a period of **seven calendar days** only. The details of place of accommodation will be sent soon.
- All outstation candidates are advised to be at their joining location a day in advance to avoid any delays, and hence your guest house bookings are accordingly made.
- You need to submit your PAN card on the date of joining. This is an important document for processing your pay. In case you do not hold a PAN card, you are required to mandatorily apply for the same before joining and submit the Acknowledgement Copy on your date of joining.
- You need to carry all the documents mentioned in the attachment on your date of joining, for completing your joining formalities.
- Read about Syntel on www.syntelinc.com

Looking forward to your on-boarding and wishing you a wonderful career with Syntel.

NOTE: Do visit for http://www.syntelinc.com/careers/campus/faq for any queries or email campushelpdesk@syntelinc.com

Warm Regards,

Rujuta Gupte

Campus Recruitment Team

Description: cid:image002.jpg@01D24656.2A7A5E00

4 attachments

image001.jpg
74K

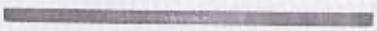

image002.jpg
2K

image001.jpg
74K

New Joinee Kit.pdf
149K

2015-16

1SG12BT020

COVANCE

Covance - CTC INPUT SCHEDULE

PSID:	
Grade Level:	106
Position Title:	Coordinator Support II
Department:	CTTS
Employee / Candidate Name:	Vinitha N
Start Date:	9-Dec-15
Form Effective From:	9-Dec-15
For the Period Ending June	2020

NON METRO CITY

All figures are in INR

FIXED COMPENSATION (Base Salary)			330,000.00
SECTION A: SALARY		Annual (INR)	Monthly (INR)
Basic Pay	40% of Fixed Comp or 180K Min	180,000.00	15,000.00
House Rent Allowance	40% of Basic Pay	72,000.00	6,000.00
Lunch Coupons	Fixed	13,200.00	1,100.00
Special Allowance (Balancing Figure)** (Refer to note 7		54,800.00	4,566.67
A. Subtotal		320,000.00	26,666.67
SECTION B: RETIREMENT BENEFITS			
Provident Fund (Employer Contribution)	12% of Basic Pay	21,600.00	1,800.00
Gratuity	4.81% of Basic Pay	8,658.00	721.50
B. Subtotal		30,258.00	2,521.50
SECTION C: ANNUAL LEAVE ENCASHMENT			
Encashment of Annual Leave	(Estimate for 10 days)	10,385.00	Refer to Note 10
C. Subtotal		10,385.00	
CTC (Cost to Company)			360,643.00

NOTES:

1. Cost to Company: This is calculated as: A. Subtotal + B. Subtotal + C. Subtotal
2. Fixed Compensation: This is calculated as: A. Subtotal
3. Basic Pay: This is calculated as 40% or minimum INR 1,80,000 /- P.A of the Fixed Compensation
4. House Rent Allowance: This is calculated as 40% of Basic pay for employees residing non-metro cities. For details of tax exemption on this item, please refer to the CTC components guide on
5. Lunch Coupons: This amount is credited monthly into the employee's Meal Card account. This entitlement is tax exempt.
7. Special Allowance (Balancing fig.): This is calculated as: Fixed Comp - (Basic+HRA+Lunch Coupons). This amount is 100% taxable. Through the "Design your salary" program employees can allocate upto the total amount of the special allowance depending on sufficient funds being available to the tax saving instruments such as: LTA, Journal and Telephone allowance on the Payroll portal as per details below:
7(a). Leave Travel Assistance (LTA): Employees can allocate up to a month's Basic Pay for LTA. For tax exemption supporting receipts need to be submitted at year end. Two tax exemption claims can be made in a block of Four Calendar years. please refer to the CTC components guide on mAPS
7(b). Telephone Allowance: Employees can allocate INR 12000 p.a for Telephone Allowance. To avail the tax exemption employees need to submit supporting receipts (landline bills/ post paid mobile bills) at the time of year end proof submission. Bills should be in the name of the employee.
7(c). Journal Allowance: Employees can allocate INR 36,000 p.a. for Journal Allowance. For tax exemption supporting receipts need to be submitted at year end. Only expenses for online and offline courses that are relevant to the employee's line of work and can be claimed with line manager approval
8. Provident Fund (Employer): The employer contribution percentage is 12% of Basic Pay. The minimum employer contribution is INR 1800 per month.
In case, of employees who wish to contribute towards the voluntary PF (VPF) they can apply for the same through the payroll portal within 1 month post onboarding.
9. Gratuity: Gratuity is calculated at 4.81% of Basic Pay. Employees are entitled to Gratuity payment (on separation) if their tenure at the company is more than 4 years and 190 days.
10. Encashment of Annual Leave: Annual leave entitlement is 21 days. Employees are required to use at least 5 days Annual Leave each year. They may elect to encash remaining leave (limit 21 days), or carry over a maximum of 21 days. In any given year the entitlement cannot exceed a maximum of 42 days (21 days carried forward + 21 days annual entitlement). Leave encashment applications are accepted between November 15 and December 31.

All benefits are defined and controlled by company policy and are subject to change at the sole discretion of the Management.

I signify my acceptance of the above:

Signed: Vinitha.N

Print Name: VINITHA. N

Date: 13-11-2019

Principal
Sapthagiri College of Engineering
14th Cross, Hesaraghatta Main Road
Bangalore - 560 057

https://mail.google.com/mail/u/1/#search/vinitha81994%40gmail.com/FMfcgxwGDNKsPggWdmZbPgIdxrXhqTTq?projector=1&messagePartId=0.2 1/1

Vinitha N

107621 BLR

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

09:57

AccentureRecr... 31/12/2019
to me, priya.r.ravi

31-Dec-2019

AMAN KUMAR
Candidate Id: C8387118
Unique Reference Number/Unique Id: 4578b360-9301-45a0-8564-99387f6af9a5_1

Dear **AMAN KUMAR,**

Thank you for your response, we have received your confirmation on acceptance of the offer extended to you by Accenture Solutions Private Limited.

Please feel free to reach out to your recruiter mentioned below for any further clarification.

Regards,
Accenture Solutions Private Limited.

priya ravi
priya.r.ravi@accenture.com
9986049604

Accenture is committed to protecting your personal information. Your information will be collected, used and may be shared by Accenture with third party service providers to serve lawful purposes, for Accenture recruitment process, including processing of data by third party when required. Your information shall be held only as long as necessary to achieve the purpose for which it is collected. The use and transfer of your information will be strictly in accordance with the applicable data privacy law and in line with our

Principal
Sapthagiri College of Engineering
14.5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

TI2 TECHNOLOGIES
THINK INNOVATE. IMPLEMENT

DATE: 14/03/2016

OFFER LETTER

Dear Amit Kumar Ray,

Subsequent to your successful interview with TI2 Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum** .

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **05-08-16,** failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non- Disclosure Agreement).

Very truly yours,

Mrs.Sushma B,
CEO

TI2 TECHNOLOGIES BANGALORE-73

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

2, Sathya Shanthi Nilaya, 10th Cross, Bagalagunte, Bangalore - 560073.
www.ti2technologies.com ti2technologies2@gmail.com
9901758006

TI2 TECHNOLOGIES
THINK INNOVATE IMPLEMENT

DATE: 14/03/2016

OFFER LETTER

Dear Jayanth K,

Subsequent to your successful interview with TI2 Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum** .

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **05-08-16,** failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non- Disclosure Agreement).

Very truly yours,

Mrs.Sushma B,
CEO

TI2 TECHNOLOGIES BANGALORE-73

Principal
Sapthagiri College of Engineering
14/5 Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

2, Sathya Shanthi Nilaya, 10th Cross, Bagalagunte, Bangalore - 560073.
www.ti2technologies.com ti2technologies2@gmail.com
9901758006

TI2 TECHNOLOGIES
THINK. INNOVATE. IMPLEMENT

DATE: 14/03/2016

OFFER LETTER

Dear Nunkesh L,

Subsequent to your successful interview with TI2 Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum** .

Mobile, Internet and Local Conveyance shall be paid out as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **05-08-16,** failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non- Disclosure Agreement).

Very truly yours,

Mrs.Sushma B,
CEO

TI2 TECHNOLOGIES BANGALORE-73

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

2, Sathya Shanthi Nilaya, 10th Cross, Bagalagunte, Bangalore - 560073.
www.ti2technologies.com ti2technologies2@gmail.com
9901758006

TI2 TECHNOLOGIES
THINK. INNOVATE. IMPLEMENT

DATE: 14/03/2016

OFFER LETTER

Dear Sridhar S,

Subsequent to your successful interview with TI2 Technologies; we are pleased to offer you the position as **"Testing Engineer"** in our organization. We take pleasure to inform you that your **CTC** will be **Rs.2.25 lac per annum** .

Mobile, Internet and Local Conveyance shall be paid cut as per the company policy (only if applicable) after considering the role and nature of work.

You are requested to join us on or before **05-08-16,** failing which this employment offer will stand rescinded. As an employment prerequisite, you are required to sign the NDA (Non- Disclosure Agreement).

Very truly yours,

Mrs.Sushma B,
CEO

TI2 TECHNOLOGIES BANGALORE-73

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