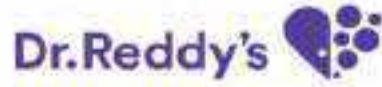


5.2.1 Number of outgoing students who got placement during the year 2022-23				
SNO	Name of student placed with his/her contact details	Programme completed	Name of the employer with contact details	Pay package at the time of appointment
1	Kumar Raja Palivela -	BSc	Dr Reddy's Labs, Hyderabad+914049002900	2.6LPA
2	Mohan Sorapalli - 86889383713	BSc	PleiadesTherapeutics PVT Ltd, HYD,-040-29554225	2.0LPA
3	Ch Jagadish -8801339988	BSc	Triaright Solutions, Hyderabad,9848627750	1.2LPA
4	K Naga Venkata Padmavathi - 7732046435	BSc	Triaright Solutions, Hyderabad,9848627750	1.2LPA
5	Goketi Akhila -	BSc	Wipro Limited Bengaluru--(080) 28440011	1.8LPA
6	Karri ThanujaReddy -9701598767	BSc	Wipro Limited Bengaluru -(080) 28440011	1.8LPA
7	Peddavedula Esther Nirmala	BSc	Wipro Limited Bengaluru -(080) 28440011	1.8LPA
8	Sirigineedi Sowmya -8522993235	BSc	Wipro Limited Bengaluru -(080) 28440011	1.8LPA
9	Vendra Vardhana	BSc	Wipro Limited Bengaluru -(080) 28440011	1.8LPA
10	Yalamanchili Kishore	BSc	Wipro Limited Bengaluru -(080) 28440011	1.8LPA
11	B.Teja Ganesh -7995246300	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
12	BANDI SURESH PAVAN BALU -8374919399	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
13	Bokka Pavan Kumar -9515963981	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
14	Donga Naga Raju - 7569984591	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
15	DUVVARAPU HARESH -9951013606	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
16	GALIDEVARA BANGARAYYA - 8688386778	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
17	Gudala Janardhana rao -9398082706	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
18	K. P. Ch. Sekhara sai -9347833758	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
19	K.D.S.S.Hanuma -7093860546	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
20	K.L.Venkata satya somasekhar - 9347833758	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
21	Karinki Hari Krishna - 7995576171	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
22	Karisinapu Manoj -7416420848	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
23	Kosuri. Raviteja - 9949905790	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
24	Kota Surya Prakash -9491060392	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
25	Mallula Shanmukha Siva Ganesh-8308108289	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
26	Palleti Krishna Vamsi -9848667217	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
27	Pechhetti phani kumar-9133811627	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
28	R HN Mohan rao-7036345028	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
29	Raju Budithi - 7287083190	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
30	Sheik Abdul Gaphur -8106872967	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
31	Sheik Abdul subhan -8106822967	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
32	Teja kukkala-7569222593	BSc MPC	Hetero Labs Limited, Nakkapalli, +919059845516	2.92LPA
33	Sheik Munisha-9542565679	MBA	Genpact, Hyderabad	2.25LPA
34	Ch Sri Valli Dhana Lakshmi - 6304013898	MCA	Accenture, Hyderabad	4.6LPA
35	Tummalapalli Pranusha - 7386043064	MCA	Accenture, Hyderabad	1.9LPA
36	Kotichukkala Himajyothi- 8374712507	MCA	Aditya Degree College,Palakol	1.4LPA
37	Velagala Lavanya - 7730929298	MCA	Crane Global Solutions Limited, Hyd	1.4LPA
38	Ch Sri Valli Dhana Lakshmi 6304013898	MCA	Deloitte, Hyderabad	3.4LPA
39	Kolisetty Gitasree -7993712556	MCA	DXC technologies, Bengaluru	3.5LPA
40	TANGIRALA VENKATA SRI VIJAYA ADITHYA -9908381204	MCA	DXC Technology, Hyderabad	3.5LPA
41	Taneti Jayadarshan -9177829850	MCA	Infosys limited, Hyderabad	2.5LPA
42	Korada Harshitha Rama Devi -8985382564	MCA	Infosys limited, Hyderabad	3.5LPA
43	Naga Srivalli Siddhani -9966889371	MCA	Infosys Limited, Hyderabad	2.5LPA
44	Abdul Nazma -75692204613	MCA	INFOSYS, Hyderabad	3.7LPA
45	Chirla SomaSri Maheswari -9014130382	MCA	INFOSYS, Hyderabad	3.7LPA
46	Madireddy Navya Sri venkata Padma priya-7013242614	MCA	INFOSYS, Hyderabad	2.5LPA
47	Rayapureddy kusumambika -8074646636	MCA	Infosys, Hyderabad	1.8LPA
48	Mangina mounika -8502064543	MCA	Infosys, Hyderabad	2.3LPA
49	Nidumolu Praveen Kumar -9908681669	MCA	Kapston Services Limited, Tanuku	1.8LPA
50	Bharathi Gubbala - 6302572263	MCA	Kloud Portal, Hyderabad	1.44LPA
51	Kadali Sai Ganesh -9121715831	MCA	Kloud Portal, Hyderabad	1.44LPA
52	Karumuri Surya Sriram-9182398796	MCA	Kloud Portal, Hyderabad	1.44LPA
53	Suma Ramba -9505701649	MCA	Mattreddy degree College, Eletipadu	1.56LPA
54	Gonnabattula Santhi Kumari -8328348859	MCA	Swarnandhra College of Engg, NSP	2.16LPA
55	Ravada Tulasi Ratnam -8374364772	MCA	TCS, Hyderabad	3.1LPA
56	VANAPALLI THANVIRAM -6305837254	MCA	TCS, Hyderabad	3.1LPA

57	Vanka Gowri Durga Pravallika -7013200738	MCA	TCS, Hyderabad	3.1LPA
58	Geddada Harish -8919923261	MCA	WIPRO, Chennai	2.0LPA
59	Kadali Lakshmi Lokesh -8533293330	MCA	WIPRO, Hyderabad	2.0LPA
60	KATIKITALA CHANDANA -7731818879	MCA	WIPRO, Hyderabad	2.3LPA
61	KOYA LAKSHMAN- 8330972023	MCA	WIPRO, Hyderabad	2.3LPA
62	Mamidisetti Srimanth Prince -9951700263	MCA	WIPRO, Hyderabad	2.3LPA
63	AKANA PRAKASH-9701070455	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
64	ATTULURI LAKSHMI SIRISHA -9963041569	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
65	B.S.T.D.Ganesh - 7730916868	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
66	Bagathi Neelarao -9652417723	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
67	BATTELANKA PRASANTH-8367592377	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
68	CHITIKELA LAKSHMI GANESH -7032551674	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
69	Chittidi Bala Yesu -7989573769	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
70	D MOHAN VENKATESHWARLU -	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
71	DOMMETI RAJESH - 6309163147	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
72	G Sai manikanta srinivas -8179510467	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
73	G.Ganesh Sai Kumar -9701355857	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
74	Gadhipalli ganesh kumar -9032572606	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
75	GEDDADA HARI KIRAN -6305963065	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
76	Katta vamsi satya prakash -7995758440	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
77	Ketha Yeswanth Narayana Murthy -8186920552	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
78	Kodelli. Rajeswari -9110551210	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
79	Kolli Lakshmana -9014942732	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
80	KONTHETI M.P.D.V.RAMA KIRAN -9346858115	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
81	Koppula Satish -9849368988	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
82	MALLESWARAM KISHORE -6281326064	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
83	MEDAPATI VENKATA ANUSHA -7382665657	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
84	PENUGONDA NAGA SIVASAI -8464979159	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
85	SANAMANDRA NARESH - 8247638903	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
86	THUMU PAVAN KUMAR - 8096078724	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
87	VELAGALA BHARGHAVEE REKHA -8247638903	MSc(OC)	Hetero Labs Limited, Nakkapalli --919059845516	3.06LPA
88	M.Pavani-7993931237	MBA	Capgemini-Pune-	602,072
89	K.Nikhitha-9014219560	MBA	NIRD & PR -Hyd	360,000
90	Y.Roopa Devi-9963955234	MBA	Infosys-Bingalore-080 28520261	222,972
91	G.Leele-8897388929	MBA	Infosys-Bingalore-080 28520261	222,972
92	B.Durga Prasad-7893279239	MBA	Cherukuri & Co-Tanuku-08819297123	120,000
93	N.Madhu Kumar	Bsc	South Central Railway,Secundrabad,Vijayawada	2.16LPA
94	G.Santosh Kumar	Bsc	PostOffice ,Bhimavaram	1.8LPA
95	D.Durga Prasad	Bsc	TCS, Chennai	1.5LPA
96	Supriya Karri	MCA	Accenture, Hyderabad	4.6LPA
97	V.Lavanya	MCA	Pentagon,Bangalore	3.6LPA
98	G.Santhi Kumari	MCA	Pentagon,Bangalore	3.6LPA
99	M.Rupesh	Bsc	Pentagon,Bangalore	3.6LPA
100	K.Sree Lakshmi	Bsc	Pentagon,Bangalore	3.6LPA
101	Chembolu Sri Valli Dhana Lakshmi	MCA	Pentagon,Bangalore	3.6LPA
102	Vakada.Ramesh	B.com	Agniveer ,Vishakapatnam	NA
103	Padala Bhavani Rao	Bsc	Agniveer ,Vishakapatnam	NA



Ref ID: 1693494130857-08-2023

31-Aug-2023

To,  
Kumar Raja Palivela  
H NO-23-5, Marammagudem  
Penugonda Mandalam  
West Godavari, AP-534320

Dear **Kumar Raja Palivela,**

**Letter of Appointment**

Congratulations! We welcome you to the global family of Dr.Reddy's Laboratories Ltd and are pleased to appoint you as Technical Trainee at band TT in our Business Unit Biologics based at Hyderabad, Telangana, India.

Your Target Total Compensation, including benefits will be INR **2,60,000 (Rupees Two Lakh Sixty Thousand only)** per annum. The detailed breakup of the same is enclosed herewith in Annexure I.

We believe people seek to work with us not only for money or the job opportunity, but also for the culture and the overall work environment we offer. In this context, we are happy to let you know that the following are the key tenets of our employee value proposition:

- Become a part of a team that cares
- Enjoy professional freedom to create impact
- Learn continually, excel and grow
- Expect to be treated with respect

Above all, we hope you will share and be inspired by our purpose of making the world a healthier place. Because **Good Health Can't Wait.**

We thank you for your decision to work with us and we are making arrangements to welcome you on-board on or before **21-Aug-2023**. For any assistance you may need during your transition process please reach out to us at ([welcome@drreddys.com](mailto:welcome@drreddys.com), 07947171717 - Ext.1)

We wish you a fulfilling career, success and good health in your journey with us.

Best wishes,

**For Dr.Reddy's Laboratories Ltd.**

DocuSigned by:  
*Sudeshna Mitra*  
20AECC8A27944F4...  
Sudeshna Mitra

Lead Talent Journey Ex and Performance

Encl:- Details of the policies and benefits applicable to you are captured in Annexure-I (Salary and Allowances), Annexure-II (Benefits), Annexure-III (Terms of employment) and Annexure-IV (Offer Acceptance)

**Annexure-I**

Name	Kumar Raja Palivela
Designation	Technical Trainee
Role Band	TT
HQ	Hyderabad, Telangana, India

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	3,467	41,600
Bonus / Ex-Gratia	700	8,400
Statutory Monthly Interim Bonus	700	8,400
<b>Total Guaranteed Compensation</b>	<b>19,867</b>	<b>2,38,400</b>
Provident Fund	1,800	21,600
<b>Total Fixed Compensation</b>	<b>21,667</b>	<b>2,60,000</b>
<b>Target Total Compensation</b>		<b>2,60,000</b>

## Note:

- All your earnings are subject to tax deduction at source in accordance with applicable laws.
- Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and other relevant criteria.
- You will be entitled to statutory benefits such as Provident Fund, Gratuity etc., as per the applicability of the respective Acts.
- You and your family will be covered under the Group Medclaim Insurance for hospitalization with a sum insured as per the prevailing norms of the Group Medclaim Insurance Policy. A nominal amount by way of premium is recovered from your total salary, as per the company policy.
- You will be covered under the Employee Benevolent Fund, Term Life Insurance & Group Personal Accident policy. For the Employee Benevolent Fund; a nominal amount by way of contribution is recovered from your total salary, as per the company policy.
- The Bonus/Ex-Gratia is an annual salary component.



## Annexure – II

### Benefits

Dr. Reddy's extends various benefits to its employees, which are subject to change from time to time as per Company policy.

#### Leave Benefit

We encourage you to plan some time off from work to recharge. For this you have 30 days of paid leave in a year. A year, in this context, is the financial year starting April and concluding on March of the next year.

#### Leave Entitlement

Two and a half days are added to your leave credit every month to make a bank of 30 days a year. You can prefix, suffix and include weekends and holidays when taking off because these holidays and weekly offs are not counted as leave. If you join mid- year, the calculations are on a pro-rata basis. If you join between the 1st and 15th of a month, you are credited 2.5 days of leave for that month. If you join after 15th, then you get 1.5 days credited for that month. Leave is automatically credited to your account for the year. You can check your leave credit on the portal. You can use the portal to mark attendance, apply for leave, check leave credit and leave approval status.

#### Leave Encashment

You will be eligible for leave encashment as per the company policy applicable.

### Paid Leave

#### Maternity benefits

All permanent women employees get 26 weeks of paid maternity leave. It can be taken pre- and post - delivery. In the case of pre - delivery leave, you can take up to eight weeks. Holidays and weekly offs falling in - between are counted as part of maternity leave. In case of an emergency such as a miscarriage, you can take six weeks of leave immediately following the date of the incident. You get an additional month of leave for illnesses arising out of pregnancy, delivery, premature birth of a child, or a miscarriage. If you adopt a child less than 3 years old, you can take up to 4 months of paid leave. If you adopt a child greater than 3 years, you may take up to 2 months of paid leave. Leave is sanctioned by your immediate supervisor, in consultation with the HR facilitator. Since the company will need to make replacement arrangements while you are on maternity leave, you need to inform in advance the period you plan to go on leave.

#### Time offs and Work from Home

Once you have had a baby, and are back to work, you can take up to two hours off every day for a year from the date of birth of the baby, in case you need to come in late or leave early to look after the baby. In case the nature of work assigned to you is of such nature that you may work from home, you may do so after availing of the maternity benefit and for such period and on such conditions as you and your supervisor may mutually agree.

#### Child-care

Most Dr.Reddy's Laboratories Ltd offices have a child-care facility where you can enrol your baby free of cost. It is staffed with competent care givers to look after your baby while you are at office.



### **Paternity benefits**

New fathers can take up to 5 days of paid paternity leave within three months of a child's birth or adoption. You could combine this with regular leave and prefix or suffix it with weekends or declared holidays.

### **Medical Benefit**

Everyone, with the exception of employees covered by the Employees State Insurance (ESI) Scheme, is covered under the Medical Insurance scheme. You are automatically enrolled into this scheme as soon as you become a permanent employee of the company.

### **Medical insurance**

Your spouse / LGBTQ+ partner, dependent children and dependent parents/in-laws and you are covered under our Group Medclaim Policy. A nominal premium shall be recovered from you for covering your family. This policy is renewed on 1st September every year and is valid up to 31st August of the subsequent year. You will find specific information on this policy under Medclaim policy in our portal [www.mydrreddys.com](http://www.mydrreddys.com). This policy covers you for almost all eventualities of health emergencies that can arise so you get essential medical and financial support on time with least worries.

### **Accident and life insurance covers**

You are also covered under our Group Personal Accident (GPA) and Group Term Life Insurance (GTLI) schemes. GPA covers you in cases of permanent and partial disablement or death by accident whereas the GTLI is a life insurance cover. This is provided over and above the TCC, the premium for which is paid by the company.

### **Salary Advance Entitlements & Repayment**

You can take an interest-free salary advance from the company for a personal or professional eventuality. You can take up to one month's gross Total Cost to Company (TCC) as an advance. Taxes as applicable will be borne by you. You need to have a gap of six months from the date of repayment of the previous salary advance to take another one. You can repay the advance in a maximum of six equal, interest-free, monthly instalments. These will be automatically deducted from your salary once you choose the number of instalments you would like to repay in.



**Annexure – III**

**Terms of employment**

1. You would be required to sign an Employee Non- disclosure/Confidentiality Agreement with the Company at the time of joining.
2. You would also be required to sign a Conflict of Interest document with the Company. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of our manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your acting in any contract or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
3. During the term of your employment, you shall at all times comply with all applicable Company policies, procedures and general work related practices, as updated from time to time.
4. You will be on training for a period of One year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), the services can be terminated by the employee or the organization by giving each other a month's notice or one month's Basic salary in lieu of the notice period.
5. On satisfactory completion of the training period, your appointment will be confirmed in writing, and, thereafter your services shall cease at any time giving three months' notice in writing or payment of three month's salary on either side. In case no letter of confirmation is issued to you at the end of the training period, you will be deemed to continue on training for further period till your services are confirmed or terminated in writing as the case may be. The management reserves the right to accept your resignation and relieve you immediately by waving the notice.
6. You will be in full-time employment with the Company. You are liable to be transferred to any of our offices worldwide to any department, factory or establishment forming part of our Organization or associate companies due to career advancements opportunities, business exigencies, and you are required to abide by the working conditions and policies of the department, office or establishment concerned. As per the policy of the Company, we expect all our full-time employees to devote their full attention and effort to the business of the Company and to continuously develop their professional skill in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. So also, you will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation/image, or interests whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated, at the discretion of the management.
7. You will be responsible for the safe keeping and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
8. Your date of birth as recorded by the Company on the basis of documentary evidence produced by you at the time of your appointment is 26-Sep-2002. You are advised to take note that this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
9. As per the Company's policy, the age for superannuation is 60 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
10. This contract of employment is terminable with or without any reason by either party giving 90 days notice in writing.
11. The Company reserves the right to pay or recover pay-off in lieu of the notice period. Further, the Company may, at its sole discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.
12. Unauthorized absence for a period equal to more than 10 consecutive working days without timely or acceptable prior notification to supervisor or HR , or, your decision to be absent even though supervisor permission was not granted will be deemed as 'absconding'. The company in such cases reserves the right to terminate your services without giving any notice or salary in lieu of notice and initiate suitable action as deemed fit.
13. In case you leave the organization with in a period of one year from the date of joining, the company reserves the right to recover all the relocation/notice period expenses incurred on at the time of joining.
14. You are required to comply with the company's Code of Business conduct and Ethics (COBE).In the event you violate any COBE regulation, you shall be subject to an enquiry and if proven guilty, be subject to disciplinary action by the Company including without limitation termination of your services with immediate effect. Nothing in this offer letter shall render the Company liable to reimburse you or any other person any gifts or payments, offered, paid or promised in violation of COBE.



15. Any disputes arising out of and/or related to your employment with the Company shall be subject to the court located in Hyderabad City jurisdiction.

**Annexure – IV**

**Acceptance of Appointment**

I confirm that I have read, understood and hereby accept the terms and conditions mentioned in this Appointment Letter together with its annexures. I hereby declare that details furnished by me in all the documents (hard and soft copy/copies) including but not limited to my resume, job application form and all supporting documents (“Documents”) to Dr. Reddy’s are true and correct to the best of my knowledge.

It is hereby understood that Dr. Reddy’s only hires candidates from universities and institutes recognized by the University Grants Commission, All India Council for Technical Education or equivalent certifying bodies. Further, I understand that Dr. Reddy’s may at its discretion, conduct a background check (including criminal history and identity check) to verify information, qualification and Documents furnished by me, and that this Appointment Letter is subject to a successful outcome of such background check.

I hereby authorize Dr. Reddy’s (or a third party agent duly appointed by Dr. Reddy’s) to contact any former employers as indicated in the Documents and carry out all background checks as deemed appropriate through this selection procedure. I authorize all persons who may have information relevant to the verification to make required disclosures to Dr. Reddy’s or its representatives/agents.

I acknowledge and agree that providing any false information may result in a decision not to hire me or if hired, may result in termination of my employment without any further enquiry, payment or liability on Dr. Reddy’s. Further, I understand that Dr. Reddy’s may at its sole discretion publish any false information furnished by me.

In addition, I understand and agree that Dr. Reddy’s has rights to seek any legal remedies including indemnification and damages incurred due to my actions/Documents furnished by me, for any loss caused to Dr. Reddy’s as a result of any such false information. I understand that this Appointment Letter is subject to a successful background check and my medical fitness (for which I am required to undergo a medical examination as per the tests prescribed by Dr. Reddy’s).

I also agree that any discussion related to compensation is to be taken up only with the authorised undersigned. I undertake that there would be no breach of the confidentiality provisions hereunder. I hereby accept the employment subject to the terms and conditions of this Appointment Letter.

My expected date of joining the organization would be 21-Aug-2023 . Any change in my expected date of joining would be informed and shall be duly approved by Dr. Reddy’s.

DocuSigned by:

**Kumar Raja Palivela**

D8103FAC69D549F...

Name : Kumar Raja Palivela

Date : 31-Aug-2023

Place : H NO-23-5, Marammagudem, Penugonda Mandalam, West Godavari, AP-534320

Note : - - Please return one (1) duly signed copy of this offer to Dr. Reddy’s through scan or hard copy as a token of your acceptance on or before ten (10) days from the date of receipt of Appointment Letter, failing which, this offer will stand automatically withdrawn.

Offer - Letter

Date: 24<sup>th</sup> June 2023

To,  
**Mr. Mohan Sorapalli,**  
15-2, muthalamma street, Chivatam Road,  
Undrajavaram -Village, Undrajavaram -Mandal,  
Estgodawari - 534216

Dear Mohan Saravapally,

**Sub: Offer Letter for Employment**

With reference to the application and subsequent interview that you had with us since your credentials are matching with our requirements, we have the pleasure to offer you the position of **"Research Assistant - Analytical Department"**. With the CTC total of **Rs.2,00,000/-** Per annum as mutually agreed.

You should report on or before the date of **25<sup>th</sup> June 2023** as assured by you.

Detailed appointment order with all terms and conditions will be given at the time of joining.

You will be on Probation for a **period of six months** from the date of joining. Your services will be confirmed based on your performance during probation.

You should report at **Pleiades Therapeutics Pvt Ltd**, Plot No.128, Shivlok Complex, IDA Jeedimetla, Phase V (Extn.), Doolapally Road, Hyderabad - 500100, Telangana, India.

At the time of joining, you are requested to bring the following documents in **original for verification and return**, along with a xerox copy of each for our records.

- Certificates supporting your educational qualifications along with mark sheets.
- Last three months' Salary Slip.
- Relieving Letter from the present employer.
- Service Certificate/proof of Employment from the previous Employers.
- Aadhar Card and PAN card copy.
- Five passport-sized color photographs

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 proof in support of the above, the Company reserves the right to revoke the offer at any time during your service. And you will be having a medical examination by a medical practitioner appointed by the company, if you are found medically fit then this offer will be subject. At any point in time if you want to leave the organization, have to give prior three months' notice.

We congratulate and welcome you to **The PTPL** family and wish you a long and successful career with us.

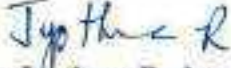


We congratulate and welcome you to **The PTPL** family and wish you a long and successful career with us.

Please sign and return the copy of the offer letter in a token of your acceptance.

Thanking you

**For – PLEIADES THERAPEUTICS PRIVATE LIMITED**

  
**Dr. Jyothsna Rudrapogu,**  
**Director.**



Acknowledgment:

I accept the terms and conditions of your offer letter and I will be joining on \_\_\_\_\_.

Name:

Signature:

Date:



Svkp srinivas &lt;tposvkp@gmail.com&gt;

**Fwd: offer letter (TriaRight Solutions LLP)**

1 message

**Nani NANI** <chellinkalajagadeesh66@gmail.com>  
To: tposvkp@gmail.com

Fri, Aug 11, 2023 at 1:28 PM

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

From: **Human Resources** <hr@triaright.com>  
Date: Fri, Aug 11, 2023, 12:48 PM  
Subject: offer letter (TriaRight Solutions LLP)  
To: chellinkalajagadeesh66 <chellinkalajagadeesh66@gmail.com>

Dear Jagadeesh,

Greetings from TriaRight Solutions LLP!!

Hope you are doing good.

We are excited to inform you that you have been appointed for a role of Frontend Developer at TriaRight Solutions LLP.

We believe that your Knowledge, skills and experience would be an ideal fit for our TriaRight Team. We hope you will enjoy your role and make a significant contribution to the overall success of TriaRight Solutions LLP.

Please take the time to review our offer. It includes important details about your compensation, benefits and the term and conditions of your anticipated employment with TriaRight Solutions LLP.

**Commencement date** As we discussed, your employment will commence on **02-08-2023**.

**Please Email the following documents:**

- 2 colour Photos
- Educational Certificate
- Aadhar card
- PAN Card
- Bank Passbook Frist Page

Attaching the Appointment letter, Please revert with the scanned copy of above documents and duly signed appointment letter.

**Address:**

# 7-1-58, 404 B, 4<sup>th</sup> floor Surekha Chambers,  
Leela Nagar, Ameerpet, Hyderabad 500016,  
Telangana.

For any assistance or details contact us.  
We are waiting to see you as Triare.

**Thanks & Regards,**  
**Madhu Varshini**  
**Human Resource Generalist**  
**TriaRight Solutions LLP**  
**Mobile: +91 7386827750**  
**Email: [hr@triaright.com](mailto:hr@triaright.com)**  
**[www.triaright.com](http://www.triaright.com)**  
**+91 7386827750**



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**3 attachments**





## EMPLOYMENT CONTRACT

**EMP ID: KKTR23-0056**

This Employment Contract is made at Hyderabad, Telangana and effective this 2<sup>nd</sup> Day of August, 2023

**BETWEEN:** Ms. Kudipudi Naga Venkata Padmavathi (the "Employee") D/o. Mr. Kudipudi Subbarao, an Indian Resident residing at: H.no: 7-15, Pekeru, Irgavaram Mandalam Pitani vari palem, West Godavari, Andhra Pradesh, 534320, India.

➤ **the Party to the First part**

**AND:** TriaRight Solutions LLP (the "Company"), a Limited Liability Partnership Firm registered in India having its registered office at #7-1-58, 404 B, 4th floor, Surekha Chambers, Ameerpet, Hyderabad, Telangana-500016, India.

➤ **the Party to the Second part**  
(Collectively referred to as "Parties")

The term Party to the First Part and Second Part or Parties wherever occurs shall include its heirs, successors, assignors, legal representatives, executors or administrators wherever the context so admits.

This Contract is entered by the Parties subsequent to the issue of appointment letter or execution of the employment contract dated the 2<sup>nd</sup> Day of August, 2023.

WHEREAS, the Company desires to employ the Party to the First Part and the said Party desires to be employed/appointed by the Company in employment for the post of **Frontend Developer**.

**Employee Service Conditions:** Following are the terms and conditions associated with your employment:

"Company" or "TriaRight" for all purposes shall mean TriaRight Solutions LLP

"You" or "Candidate" for all purposes shall mean Ms. Kudipudi Naga Venkata Padmavathi



1. **Remuneration:**

The salary will be disbursed in accordance with the project assigned, as per Company policies and mutual agreement between the Company and the Candidate, considering allowances, incentives, and other benefits tied to performance.

2. **Period of Probation:**

Your employment by the Company is subject to a probationary period of up to 3 (Three) months, during which time you will be required to demonstrate to the Company's satisfaction your suitability for the position in which you are employed. During the period of probation, the Company shall be in a discretionary power to remove or extend your probation period depending on your performance and occupational efficiencies for the position in which you are employed.

3. **Place of Employment:**

The Candidate's initial place of posting/employment will be in Hyderabad, Telangana and the Candidate shall have to travel to different cities during the tenure of his/her employment. You may be required to travel on Company work and you will be reimbursed expenses as per Company policies.

Your travel/conveyance allowance/reimbursement is strictly between yourself and the Company. It has been determined based on numerous factors such as nature of assignment, job role and skills. This information and any changes made therein should be treated as personal and confidential.

4. **Training and Development:**

During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (before a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.

5. **Confidentiality Clause:**

The Candidate recognizes and acknowledges that the system, business materials, marketing strategies, operational planning, product/service pricing policies, client details, salary, revenues, user information, software knowledge and all system documentation relating thereto ("Proprietary Information") which Company owns, plans or develops, whether for its own use or for use by its clients or relating thereto are confidential and proprietary to the Company. The Candidate further recognizes and acknowledges that in order to enable the Company to perform services for its clients, such clients may furnish to the Company Confidential Information concerning their business affairs, property, methods of operation or other data; that



the goodwill afforded to the Company depends upon, among other things, the Company and its employees (Candidate) keeping such services and information confidential (collectively, including Company systems and Company's client information, the "Confidential Information")

**6. Non- Disclosure Clause:**

The Candidate agrees that, except as directed by the Company, the Candidate will not at any time, whether during or after his/her employment with the Company, disclose to any person or use any confidential information, or permit any person to examine and/or make copies of any documents which contain or are derived from Confidential Information, whether prepared by the Candidate or otherwise coming into the Candidate's possession or control without the prior written permission of the Company. Any separate Agreement entered between the Candidate and the Company, elaborating this Clause, shall be construed as part of this Contract and shall be fully binding on both the Parties.

**7. Non- Competition Clause:**

The Candidate agrees and covenants that because of the confidential and sensitive nature of the Confidential Information and because the use of, or even the appearance of the use of, the Confidential Information in certain circumstances may cause irreparable damage to the Company and its reputation, or to clients of the Company, Candidate shall not, until the expiration of 6 (Six) months after the termination of the employment relationship between the Company and the Candidate, engage, directly or indirectly, or through any corporations or associates in any business, enterprise or employment which is directly competitive with the Company and its services. Any separate Agreement entered between the Candidate and the Company, elaborating this Clause, shall be construed as part of this Contract and shall be fully binding on both the Parties.

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. However subsequently if any non-compete obligations are discovered you shall be personally liable for the same.

**8. Minimum period of Employment:**

The Candidate acknowledges that substantial costs and time will be invested on him for training him specifically for effectively handling the job responsibilities and any discontinuance of the employment before the expiry of the 12 (Twelve) months term would unfairly prejudice the Company, and as such, the Candidate undertakes not to leave the services of the Company, for any reason what so ever, for a minimum period of 12 (Twelve) months from the date of his/her joining the services of the Company. Any separate Agreement entered between the Candidate and the Company, elaborating this Clause, shall be construed as part of this Contract and shall be fully binding on both the Parties.



**9. Termination of Contract:**

The Candidate shall serve a notice period of 20 Working days for/before separating from the Company's services.

The Company and the Candidate acknowledges and agrees that the serving of notice for leaving the service of the Company is essence of the Contract and shall be strictly adhered to.

The Company shall have the right to terminate this Contract/Agreement at any time for lack of performance, for non-disciplinary behaviour or for any breach of this Agreement without any prior notice.

Upon your resignation or retirement from the company or termination of your services, you are required to return all assets and properties of the Company such as systems, business materials, documents, correspondence, machines, data, files, books etc.

If you are absent for a continuous period of 5 working days without obtaining management's approval, company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

You will retire in the normal course from the services of the company at the end of the month in which you attain the age of superannuation, which is 58 years.

**10. Miscellaneous Provisions:**

- i. You have confirmed that you shall be exclusively working for the company and will not either directly or indirectly take up any employment, engage in any business, educational courses or engage in any service with any other person or entity either on part-time basis or otherwise.
- ii. You will strictly adhere to the guidelines, policies and/or code of conduct of the Company pertaining to working hours, leaves, dress code, office cultures and conducts and will work within the frame work of the company policies as decided from time to time.
- iii. 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.
- iv. It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- v. You will abide by the Employee Service Conditions as enumerated above. Any and all of the terms and conditions of service may be modified, altered or changed at any time by the Company at its discretion.

You are required to sign and submit a copy of this letter of appointment and agreement as a token of your acceptance of Company's terms and conditions.

We once again welcome you to our team and look forward to your contribution towards **success** of the organization and yourself.

Thanking You.

Best Regards,

**For TriaRight Solutions LLP**

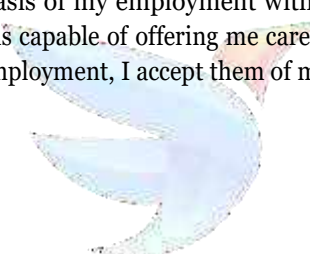
**For TriaRight Solutions LLP**

\_\_\_\_\_  
**Madhu Varshini**  
Human Resource

\_\_\_\_\_  
**Kishore Kumar G**  
Founder & CEO

**Verified and Accepted:**

I have read, understood and accepted the above Employee Service Conditions/Contract. I understand that the Employee Service Conditions are the basis of my employment with the Company. I have also ensured that the Company has good future prospects and is capable of offering me career growth. I am under no obligation or duress to accept these terms and conditions of employment, I accept them of my own free choice and will.



\_\_\_\_\_  
Name:  
Date:

**Documents Submitted:**

- |                    |                          |             |
|--------------------|--------------------------|-------------|
| 1. Identity Proof  | <input type="checkbox"/> | PAN Card    |
| 2. Address Proof   | <input type="checkbox"/> | Aadhar Card |
| 3. Other Documents | <input type="checkbox"/> | NA          |



**CAREERS** (/careers-home)



[Submit & Print](#)

**Accept required.  
Cand Signature required.**



**February 2, 2023**

**Welcome to Wipro's Work Integrated Learning Program ("WILP")**

**Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Goketi Akhila,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen  
General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

## TERMS & CONDITIONS OF SCHOLARSHIP

### 1. Profile:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

### 2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per
--------	-------------	-----	-----------------------------------

			Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### 5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/-(Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### 6. Project Readiness Program (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### 7. Regulations of Academic Study:

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation

- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. 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.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.

- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## **10. Confidentiality:**

- i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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.

## **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, 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.

## **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or

operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

### 16. General:

- i. This letter of enrolment 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 for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies

are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

Application FAQs (<https://icims.help/candidate-faq>)

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items [www.icims.com](http://www.icims.com) ([http://www.icims.com/platform-help?](http://www.icims.com/platform-help?utm_medium=link&utm_content=page1&utm_campaign=platform%20help))
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

Wipro does not charge any fee at any stage of the recruitment process and has not authorized any agencies or individuals to offer employment on behalf of Wipro to a Scholar Trainee or successful and agencies partners or outlet of the academic study. If you encounter any suspicious mail, advertisements, or persons who offer jobs at Wipro, please do let us know by contacting us on

[helpdesk.recruitment@wipro.com](mailto:helpdesk.recruitment@wipro.com) (<mailto:helpdesk.recruitment@wipro.com>).

**18. Work Allocation for on the Job Training:**

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, sex, marital status, age, citizenship, national origin, gender identity, gender expression, sexual orientation, political orientation, disability status, protected veteran status, or any other characteristic protected by law. Any complaints or concerns regarding unethical/unfair hiring practices should be directed to our Ombuds Group

**19. Acceptance of Enrolment letter:**

[www.wiproombuds.com](http://www.wiproombuds.com) ([www.wiproombuds.com](http://www.wiproombuds.com))

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

[Fraud Awareness \(/fraud-awareness\)](#) [FAQs \(/faq\)](#) [Contact Us \(/contact-us\)](#)  
[Hiring Process \(/hiring-process\)](#) [Site Map \(/site-map\)](#)

Yours sincerely,



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[Privacy Statement \(/privacy-statement\)](#) [Terms of use \(/terms-of-use\)](#)

**Aparna Shailen**  
**General Manager - Human Resources**

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

I shall be present for the induction session on

**ANNEXURE I**

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

I Goketi Akhila, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;

- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of mv enrolment with Wipro. being a part of WILP.



January 9, 2023

## Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Karri Reddy,

### **Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

 sig

**Aparna Shailen**  
**General Manager - Human Resources**

### **Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

### **TERMS & CONDITIONS OF SCHOLARSHIP**

#### **1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

#### **2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

#### **3. Appointment Details:**

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

#### **4. Scholarship/Stipend and Benefits**

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/-(Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. 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.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

### **10. Confidentiality:**

- i. 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 enrolment. This covenant shall

endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).

- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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.

## 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, 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.

## 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

## 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

## 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

## 16. General:

- i. This letter of enrolment 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 for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### **18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### **19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,

 sig

**Aparna Shailen**  
**General Manager - Human Resources**

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

I shall be present for the induction session on

#### **ANNEXURE I**

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

I Karri Reddy, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment 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 enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### **TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES**

**Travel**

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. 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: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** [DAAI -Cloud & Digital Database](#)

**Location Preferences 1 :** [Hyderabad](#)

**Skill Preferences 2 :** [Python Automation Testing](#)

**Location Preferences 2 :** [Hyderabad](#)

**Skill Preferences 3 :** [ORACLE](#)

**Location Preferences 3 :** [Hyderabad](#)

Accept  Decline

 **Signature Karri Reddy 9/1/2023 10:33 PM**

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

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :[info@wipro.com](mailto:info@wipro.com)

Bengaluru 560 035 W :[wipro.com](http://wipro.com)

India C :L32102KA1945PLC020800

[26048247](#)



January 30, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Esther Nirmala Peddavedula,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. 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.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, 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.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment 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 for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

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

I shall be present for the induction session on

### ANNEXURE I

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

I Esther Nirmala Peddavedula, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment 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 enrolment with Wipro.

### ANNEXURE - III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. 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: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** [UNIX C SYS](#)

**Location Preferences 1 :** [Hyderabad](#)

**Skill Preferences 2 :** [JAVA-J2EE](#)

**Location Preferences 2 :** [Bangalore](#)

**Skill Preferences 3 :** [Python Automation Testing](#)

**Location Preferences 3 :** [Chennai](#)

Accept  Decline

**Signature** [Esther Nirmala Peddavedula](#) 30/1/2023 3:08 PM

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

Registered Office:

**Wipro  
Limited**

**T** :+91 (80) 2844 0011

Doddakannelli

**F** :+91 (80) 2844 0054

Sarjapur  
Road

**E** :info@wipro.com

Bengaluru  
560 035

**W** :wipro.com

India

**C** :L32102KA1945PLC020800

26180396



February 28, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Sri Sirigineedi,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First Year	15,000	488	15,488/- (*)
Second Year	17,000	553	17,553/- (*)
Third Year	19,000	618	19,618/- (*)
Fourth Year	23,000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/-(Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. 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.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, 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.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment 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 for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

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

I shall be present for the induction session on

### ANNEXURE I

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

I Sri Sirigineedi, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment 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 enrolment with Wipro.

### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. 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: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** [Python Automation Testing](#)

**Location Preferences 1 :** [New Delhi](#)

**Skill Preferences 2 :** [JAVA-J2EE](#)

**Location Preferences 2 :** [National capital region](#)

**Skill Preferences 3 :** [DAAI -Cloud & Digital Database](#)

**Location Preferences 3 :** [Greater Noida](#)

Accept  Decline

**Signature** [Sri Sirigineedi 28/2/2023 7:43 PM](#)

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

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

26347184



April 30, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Vardhana Vendra,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

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

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class

is organized.

- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. 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.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

### **10. Confidentiality:**

- i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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.

### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, 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.

### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

**16. General:**

- i. This letter of enrolment 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 for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

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

I shall be present for the induction session on

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

I Vardhana Vendra, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment 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 enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

## **ANNEXURE – IV**

### **POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

##### **Travel**

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- 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:  
  
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.
- Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the**

**time of exit.**

Accept  Decline

**Signature** Vardhana Vendra 30/4/2022 12:34 PM

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

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24486924



May 14, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear Yalamanchili Kishore,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

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

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class

is organized.

- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. 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.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association 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 or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

### **10. Confidentiality:**

- i. 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 enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) 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.

### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, 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.

### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

**16. General:**

- i. This letter of enrolment 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 for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

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

I shall be present for the induction session on

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

I Yalamanchili Kishore, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

## ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment 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 enrolment with Wipro.

## ANNEXURE – III

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

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## ANNEXURE – IV

### **POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

##### Travel

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- 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:  
  
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.
- Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the**

**time of exit.**

Accept  Decline

**Signature** Yalamanchili Kishore 14/5/2022 8:21 AM

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

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

24604733



Svvp srinivas &lt;tposvvp@gmail.com&gt;

---

**Request you to conduct campus drive at SVKP**

2 messages

---

**SVKP & Dr KS RAJU A& Sc COLLEGE** <tposvvp@gmail.com>  
To: rajareddy.n@hetero.com  
Cc: Svvp srinivas <tposvvp@gmail.com>

Sat, Jul 8, 2023 at 4:49 PM

Respected sir,

We are very glad to work with you from last few years. Once again we request you to conduct campus drive at SVKP & Dr K S RAJU ARTS & SCIENCE COLLEGE(A), PENUGONDA on this month for our chemistry students( both PG & UG). We feel very happy if you provide drive on 19.7.23 or 20.7.23 due to exams are in the month of AUGUST. I request you to kindly consider our request for which we shall very thankful to you sir.

Thanking you.

Yours faithfully,

Ch. Srinivasarao, TPO.

---

**Rajareddy Nallamaddireddy** <Rajareddy.n@hetero.com>  
To: SVKP & Dr KS RAJU A& Sc COLLEGE <tposvvp@gmail.com>  
Cc: Nagarjuna Kandimalla <Nagarjuna.K@hetero.com>

Sat, Jul 8, 2023 at 7:44 PM

Dear Mr Nagarjuna,  
Please plan , if not blocked by you for other drive.

Sent from [Outlook for Android](#)

---

**From:** SVKP & Dr KS RAJU A& Sc COLLEGE <tposvvp@gmail.com>  
**Sent:** Saturday, July 8, 2023 4:49:04 PM  
**To:** Rajareddy Nallamaddireddy <Rajareddy.n@hetero.com>  
**Cc:** Svvp srinivas <tposvvp@gmail.com>  
**Subject:** Request you to conduct campus drive at SVKP

[Quoted text hidden]

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# HETRO LABS LIMITED

Hetero corporate office, Industrial estates, opposite Sanathanagar Police station, Sanathanagar, Hyderabad-500018

Tel: 0091-40-23704923/24/25. Fax: 0091-40-23704035,23813359

Dear Srinivas Garu,

Greetings Hetero.....!

HETERO is one of the India's leading generic pharmaceutical companies and is one of the world's largest producer of anti-retroviral drugs for the treatment of HIV/AIDS.

With more than 30 years of expertise in the pharmaceutical industry, Hetero's strategic business areas include API'S, generic and bio similar. Hetero also offers custom pharmaceutical services to its partners around the world. The company is recognized for its strengths in Research and Development, manufacturing and commercialization of a wide range of products.

We are looking for the following candidates for our API Manufacturing facility located Nakkapalli Anakapalli District, AP - 531081. We are inviting the students of **S.V.K.P & Dr.K.S RAJU ARTS & SCIENCE (A) PENUGONDA** participate in the hiring process. We welcome you.

Candidates who are aspiring a challenging career can explore the opportunities. We offer dynamic work culture and best rewards in the industry as per the below.

1) **Qualifications** : **B.SC (Chemistry)**

Department : Manufacturing

Designation : Junior chemist

Salary package : **3.06 Lack per annum** (Including with Monthly Allowances, PF,ESI, Retention Bonus, and Statutory Bonus)

Eligibility: Completed the desired qualification / Perusing.

2) **Qualifications** : **MSC (Organic / Analytical/Environment)**

Department : Quality

Designation : Chemist

Salary package : **2.92 lack per annum** (Including with Monthly Allowances, PF,ESI, Retention Bonus, and Statutory Bonus)

Eligibility: Completed the desired qualification / Perusing.

\*Offer is subject to medical fitness and background checks.

Personal interviews scheduled on 20th July 2023 from 10:00 Hrs to 16:00 Hrs at S.V.K.P & Dr.K.S RAJU ARTS & SCIENCE (A) PENUGONDA. Pl. revert with a line of confirmation from your end with the tentative dates to organize campus drive.

You may Pl. reach on 9059845516 (Mr. Vamsi S) / 8886876111 (Mr. Nagarjuna Kandimalla) for any further support.



Svkv srinivas &lt;tposvkv@gmail.com&gt;

**Reg: Walk in Invitation**

2 messages

**Vamsi Seelamsetti** <Vamsi.s@hetero.com>  
To: "tposvkv@gmail.com" <tposvkv@gmail.com>  
Cc: Nagarjuna Kandimalla <Nagarjuna.K@hetero.com>

Thu, Jul 13, 2023 at 12:21 PM

Dear Srinivas Garu,  
Greetings from Hetero

Please find the following attachment of Walkin invitation

As per our discussion we Schedule the interview on the date on 20<sup>th</sup> July 2023.

**Regards****Vamsi.Seelamsetti**

Talent Acquisition

Mobile: 9059845516 [vamsi.s@hetero.com](mailto:vamsi.s@hetero.com)

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**SVKP & DR.K.S Raju Walkin invitation.pdf**  
351K

**SVKP & Dr KS RAJU A& Sc COLLEGE** <tposvkv@gmail.com>  
To: Vamsi Seelamsetti <Vamsi.s@hetero.com>

Thu, Jul 13, 2023 at 2:11 PM

Dear Sir,

13/07/2023, 14:12

Gmail - Reg: Walk in Invitation

Thank you very much for the confirmation of Drive **on 20-07-2023 at our college**. Now, We pool more chemistry students from the neighbouring colleges also to make the drive successful.

Kindly intimate me your travel details to reach our college on 20-07-2023.

Thanking you sir.

[Quoted text hidden]

--

Thanks & Regards

Ch. Srinivasa Rao  
Director, MCA & Placement Officer,  
SVKP & Dr KS RAJU A& Sc COLLEGE,  
PENUGONDA - 534 320  
W.G.Dt., A.P.  
Mobile : +91 94401 66588  
Office : 08819 246126  
Fax : 08819 247828



Svvp srinivas &lt;tpsivkp@gmail.com&gt;

---

**Reg: Selected Data**

1 message

---

**Vamsi Seelamsetti** <Vamsi.s@hetero.com>  
To: SVKP & Dr KS RAJU A& Sc COLLEGE <tpsivkp@gmail.com>

Thu, Jul 27, 2023 at 9:32 AM

Dear Sir,

Greetings From Hetero

Please find the following attachment of the selected data list .

We will Hire them after the completion of their exams.

**Thanks & Regards****Vamsi.Seelamsetti**

Talent Acquisition

.....  
Mobile: 9059845516 [vamsi.s@hetero.com](mailto:vamsi.s@hetero.com)  
.....Inspiring human belief  
in a healthier world.[www.hetero.com](http://www.hetero.com)

---

**From:** SVKP & Dr KS RAJU A& Sc COLLEGE  
**Sent:** 13 July 2023 14:22  
**To:** Vamsi Seelamsetti  
**Subject:** Re: Reg: Walk in Invitation

Thank you sir. We are moving forward sir.

On Thu, Jul 13, 2023 at 2:21 PM Vamsi Seelamsetti <[Vamsi.s@hetero.com](mailto:Vamsi.s@hetero.com)> wrote:

Definitely we will inform sir.

**Regards**

**Vamsi.Seelamsetti**

Talent Acquisition

Mobile: 9059845516 [vamsi.s@hetero.com](mailto:vamsi.s@hetero.com)



Inspiring human belief  
in a healthier world.

[www.hetero.com](http://www.hetero.com)



---

**From:** [SVKP & Dr KS RAJU A& Sc COLLEGE](#)

**Sent:** 13 July 2023 14:12

**To:** [Vamsi Seelamsetti](#)

**Subject:** Re: Reg: Walk in Invitation

Dear Sir,

Thank you very much for the confirmation of Drive **on 20-07-2023 at our college**. Now, We pool more chemistry students from the neighbouring colleges also to make the drive successful.

Kindly intimate me your travel details to reach our college on 20-07-2023.

Thanking you sir.

On Thu, Jul 13, 2023 at 12:22 PM Vamsi Seelamsetti <[Vamsi.s@hetero.com](mailto:Vamsi.s@hetero.com)> wrote:

Dear Srinivas Garu,

Greetings from Hetero

Please find the following attachment of Walkin invitation

As per our discussion we Schedule the interview on the date on 20<sup>th</sup> July 2023.

**Regards**

**Vamsi.Seelamsetti**

Talent Acquisition

Mobile: 9059845516 [vamsi.s@hetero.com](mailto:vamsi.s@hetero.com)



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in a healthier world.

[www.hetero.com](http://www.hetero.com)



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Thanks & Regards

Ch. Srinivasa Rao  
Director, MCA & Placement Officer,  
SVKP & Dr KS RAJU A& Sc COLLEGE,  
PENUGONDA - 534 320  
W.G.Dt., A.P.  
Mobile : +91 94401 66588  
Office : 08819 246126  
Fax : 08819 247828

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--

Thanks & Regards

Ch. Srinivasa Rao  
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 **SVKP & DR.K.S Raju Selected list.xlsx**

17K



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BFS025949-5175048

Date: March 18, 2023

Dear: Sheik Munisha

**Sub: Letter of Intent**

**Congratulations!** You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate**.

You will be issued a letter of appointment upon meeting the pre requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

**Salient terms and conditions of your appointment with the Company are as follows.**

1. Your annual Cost to Company (CTC) will be **INR 225,000.00**. Variable component is additional and is paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **India>Hyderabad>Hyderabad Pocharam IN - Office**. However; the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:

- Date of Joining: **March 23, 2023**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Pocharam IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Stellar 135 Building, Plot No 5 and 6, Sec-135, Noida, 201301, U.P. ,7th Floor, On-boarding Room , Noida
HYD	10:00	Genpact, Security In Gate no 3, 14-45,IDA,opp NGRI, Habsiguda,Uppal,Hyd-500009
JPR	9:30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact, # 99, Surya Park, Electronic City, Bangalore – 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. - IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata

**\*\*In order to experience a smooth Onboarding, please reach the venue on time**

5. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

**Genpact India Private Limited**  
**CIN: U73100DL2005PTC307363**  
**Regd. Off.:** 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001





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Happens Here

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this letter of Intent.

7. The Company operates 7 days a week, 24 hours a day. You will be expected to attend office - as assigned to you by your supervisor in compliance with laws in force. As a Fulltime employee, you will be eligible for 2 weekly offs

(Any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to the Company policy.

8. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

9. Please note you have agreed that you shall provide Genpact the Relieving Letter (if applicable) from our previous employer within 60 days from time of joining the company, failing which your employment with Genpact shall be terminated. Such termination will be without prejudice to the Company's right to proceed against you through legal means to recover any other amounts due from you to the Company.

10. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per the Company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time irrespective of the fact that you may have formally commenced your training/employment with the Company.

11. The appointment letter issued to you, will, inter alia, contain the following terms

- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the Company in writing.
- Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, upskilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. This letter of intent is valid for April 22, 2023 from the date of issue unless otherwise specified. In case any terms or conditions are not met, this letter of intent will be considered automatically withdrawn without any obligation on part of the Company.

13. To be filled by the hiring team :Is availability of Valid passport is a precondition for employment Yes ( ) No ( ) **Kindly sign and Initial each page of this letter and return a copy in acceptance. We welcome you and wish you every success in your career with Genpact.**

For Genpact India Pvt. Ltd.

**Accepted and Agreed**



\_\_\_\_\_  
**Sheik Munisha**

**Ritu Bhatia**  
**Vice President-HR**

In case of any questions / clarifications regarding your appointment letter/joining/other queries, please contact Pavithra Mandula between 11 am to 7 pm (Monday to Friday)

**Genpact India Private Limited**  
**CIN: U73100DL2005PTC307363**  
**Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,**  
**Tolstoy Marg, New Delhi-110001**



### Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
  2. If already a member of a provident fund (PF) scheme with previous employer, then;
    - a. Employer's name
    - b. Provident Fund account number from your previous employer
    - c. Universal account number provided by your previous employer
    - d. Employee Pension number provided by your previous employerOR
    - e. Date of joining & leaving from previous employer
    - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
  3. Below mentioned KYC (Know Your Customer) Documents
    - a. Copy of PAN
    - b. Copy of Aadhaar Card.
    - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
  4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
    - a. 3 Post card size (4X7) photographs of yourselfOr
    - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- \*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
    - a. One for Genpact ID card
    - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
    - c. Two for PAN card application if you do not have one

**Genpact India Private Limited**

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001



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**ANNEXURE - II  
COMPENSATION DETAILS**

<b>NAME</b>	Sheik Munisha
<b>BAND</b>	5A
<b>DESIGNATION</b>	Process Associate
<b>LOCATION</b>	India>Hyderabad>Hyderabad Pocharam IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	200,893.00
EMPLOYER CONTRIBUTION TO PF	24,107.00
HOUSING RENT ALLOWANCE	0.00
<b>FIXED PAY</b>	<b>225,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	48,000.00
Average Performer	18,000.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	280,200.00
Average Performer	250,200.00
Low Performer	232,200.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance	14,00,000.00
Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	14,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Vice President-HR

Accepted and Agreed

\_\_\_\_\_  
Sheik Munisha

**Genpact India Private Limited**

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor) Prakash Deep  
Building 7,

Tolstoy Marg, New Delhi-110001



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Company Contribution ESIC	As per Act
Gratuity	9,658.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Genpact provides the maternity benefits as per the Maternity Benefits Act, 1961, to all its eligible female employees. Basis the applicability of the Act and eligibility, you shall receive paid maternity leave, entitlements and other benefits available under the Acts and the Rules, therein, as more specifically mentioned in the Policies of the Company.
- Any revision to your annual compensation will be effective from April of the subsequent year if your date of joining is September 30 or earlier. If your date of joining is between October 1 and December 31, you will not be eligible for compensation review in the forthcoming year. You will, however, be eligible to participate in the compensation review process in the year after and therefore, your remuneration has been fixed after due consideration of the foregoing.
- The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.
- Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.



Dear Sheik Munisha,  
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated March 18, 2023  
In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (*\*\*if you are eligible for ESIC enrolment as per government norms*)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

*\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*

*\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme.  
if your CTC is more than 2.6 lakhs. you may ignore the same.*

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

**Accepted and Agreed**

\_\_\_\_\_  
**Sheik Munisha**  
**Genpact India Private Limited**  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep  
Building 7,  
Tolstoy Marg, New Delhi-110001



Svkp srinivas &lt;tposvkp@gmail.com&gt;

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**Fwd: Congrats! Offer From Accenture**

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**Sri Valli Dhana Lakshmi Chembolu** <srivalli7635@gmail.com>  
To: tposvkp@gmail.com

Sun, Nov 19, 2023 at 12:24 PM

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

From: <[campus.offerletter@accenture.com](mailto:campus.offerletter@accenture.com)>  
Date: Fri, Oct 20, 2023 at 3:40 AM  
Subject: Congrats! Offer From Accenture  
To: <[srivalli7635@gmail.com](mailto:srivalli7635@gmail.com)>

**20-Oct-2023**

**Sri Valli Dhana Lakshmi Chembolu**  
**CANDIDATE ID:C12355711**  
**UNIQUE REFERENCE NUMBER/UNIQUE ID:915d90c3-3e1a-42f0-a7c0-fe76767ba6f5\_1**

Dear **Sri Valli Dhana Lakshmi Chembolu**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an offer to join Accenture in India.

Kindly note you will receive a separate email to reset your password.

Please follow below steps to access / view your Offer Letter

- Click on this link <https://india.jobs.accenture.com/default.aspx> and Login/Sign-in as a candidate using your registered credentials (email & password)
- You will be directed to your profile page
- Click on "Offer Letter - Click here to view the details" and enter your Unique Reference ID (mentioned at the top of this email), Candidate ID & registered mobile number. Click on Authenticate Offer Letter.
- An OTP is sent to your registered mobile number. Enter the OTP and click submit.
- The Offer letter and Terms of Employment will be listed along with other relevant documents.
- You may download/print the required documents and review them.

Request you to verify the details in the offer letter released on 10/20/2023 and inform your decision. By clicking on 'Accept Offer' or 'Reject Offer' within 7 days (Seven Days) from the receipt of the offer, post which the link will be disabled.

During the aforementioned period when the Accenture offer is under review/not yet accepted, Accenture reserves the right to revoke and rescind the offer by providing a reason in writing for such revocation or rescinding of the offer.

If you have any queries on the above process, please refer to the attached 'Job aid' document.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail by logging into <http://indiacampus.accenture.com/candidate>.

Please note: In order to ensure that Accenture remits your monthly Provident Fund contribution to your Provident Fund account, the following actions are mandatory to complete at your end as per the Employees' Provident Fund Organization (EPFO) requirement:

- a) UAN (Universal Account Number) generation with updated Aadhaar details
- b) Updating UAN with Aadhaar as part of KYC (Know Your Customer)
- c) Completion of Aadhaar verification on [EPFO Portal](#)

Additionally, bank account details must be provided for salary disbursement by Accenture. As per Accenture Policy, salary disbursement only happens to a bank account with one of our empaneled banks.

To enable a seamless experience, an Accenture help desk member will contact you ahead of your date of joining to help you complete the necessary formalities. We request your co-operation in this matter.

Regards,

Campus Recruitment Team - Accenture India.

Accenture Disclaimer

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*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 privacy policy available at <https://www.accenture.com/privacy-policy>. Further, you agree and acknowledge that you have read Accenture's privacy policy and fully understand your rights to access, correct or withdraw your information anytime.*

*Accenture has not authorized any agency, company or individual to either collect money or arrive on any monetary arrangement in exchange for a job at Accenture. Accenture's criterion for hiring candidates is merit. Any agency, company or individual offering employment with Accenture in exchange for money is misrepresenting their relationship with Accenture, which has not authorized any such action. If you are approached by any entity or individuals who demand money or any other form of compensation in return for a job offer at Accenture – even if they present themselves as representatives or employees of Accenture – please send the details to <https://businessethicsline.com/accenture/>.*

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[www.accenture.com](http://www.accenture.com)

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 **Job aid.pdf**  
793K



Hi Pranusha Tummalapalli,

At Accenture, we take pride in helping talented students like you and provide them with a learning exposure and environment (including giving an exposure to some Live Projects) so that they can enhance or acquire new working skills and this could help in preparing you for the jobs of the future.

We are pleased to confirm and offer you an internship with **Accenture** as per below terms.

1. Full name of the intern: **Pranusha Tummalapalli**
2. Start of Internship: **March 2023**
3. Base location: **Bangalore**
4. Internship Duration: **12 weeks**
5. Stipend per month (including tax): **INR 16,100**
6. Additional monthly allowance: **INR 1,000**
7. One-time allowance: **INR 2,000**

\* Base location implies the Accenture office location that an intern will be assigned. At present the intern will not be expected to travel to the office location in light of the nationwide situation due to Covid-19. The internship will begin in a virtual format and any change in the mode of internship will be communicated by the Internship program team basis organization guidelines.

Please review the Terms & Conditions below:

1. Non-Disclosure Agreement (NDA) is required to be signed by all the Interns to ensure compliance of Accenture's data security and privacy policies. The conditions of the NDA applies even while you are in a remote location (of your choice) and not in the base location. (Please keep us informed of your remote location at all times)
2. No code snippet or technical details would be provided for project, presentation or documentation.
3. No Accenture in-house floor visit could be allowed to any college guide or external person for the purpose of Intern's/student's project preparation or analysis.
4. Other than the stipend for internship mentioned above, no further stipend for additional allowance(s), transportation or accommodation would be provided.
5. Interns are expected to be punctual, disciplined and professional in their approach to all their activities while dealing with Accenture work.
6. Ethical usage of Accenture resources is expected at all times and a breach may result in actions including but not limited to termination of internship.

#### **Internship Learning Program**

As a unique learning experience, Accenture will provide an integrated learning program as part of your internship. The training modules are enabled across the internship duration with a reasonable time to learn and complete these trainings. For the completion of the internship and clearing the training assessments as mentioned below, you are required to complete the training provided during the internship and undergo a review and assessment as mentioned more in details below.

Closer to your program completion, you will be assessed and reviewed based on your collective performance in our training and internship program. Based on this collective review, and your clearance of Accenture's hiring procedure (including background and fitment checks) and your meeting eligibility criteria for the opportunity you are being reviewed for, you may be provided an opportunity at Accenture's discretion, for employment.

Subject to the above an offer of employment will be provided to you by Accenture which will include terms of employment as well.

### Leave Policy

For the purpose of this effective learning and understanding the concepts that will be provided to you in this internship, your continuous presence (through remote or otherwise as provided for by Accenture) is essential for the internship program. However, we do understand that in certain circumstance you may require a leave and accordingly the following leaves can be availed by you during the internship program.

1. **Exigency/Unplanned Leave:** Any emergency situation/unforeseen event that compels you to miss work where you are incapable of working due to unavoidable reasons. This can be availed post due approval by supervisor and necessary substantiation. Issues like accidents, bereavement, critical illness or emergency medical reasons may fall in this category. However, these cannot be more than the period of Internship.
2. **Casual leaves:** Any other absence/leave should not exceed more than 5 days across your internship duration, taken with prior approval from your reporting manager. In case this absence/leave extends to more than approved casual leaves, discontinuation of internship can occur at the discretion of the company. We expect these leaves to be taken only when essentially needed so as not to interrupt the internship program.

Before embarking on either of these leaves, you are expected to inform your supervisor/ reporting manager and seek their approval. Do keep your Internship Program team informed as well. Please reach out to program owners to seek any clarification on the above.

### Stipend Process:

- In order to receive your stipend, you are requested to open an account with any one of these banks: HDFC, Axis, Deutsche, RBS, IndusInd, SBI & Kotak
- Time Report (TR) sheet will be sent to you for updating; this needs to be correctly updated and sent back by 30th of each month
- Any delay or incorrect information provided will lead to a delay in the stipend payment which will then be carried forward for payment in the subsequent month.

Please review these details and confirm acceptance of the same within the next two days.

Looking forward to having you onboard.

Regards,

**E School Campus Recruitment Team**

Full Name: SAI PRANUSHA TUMMALAPALLI

Date: 07/03/2023

Signature:





Svkp srinivas &lt;tposvkp@gmail.com&gt;

**Fwd: Crane Global Solutions Limited -Offer -Position -Management Trainee- Java**

2 messages

**Lavanya Velagala** <lavanyavelagala17@gmail.com>  
To: tposvkp@gmail.com

Wed, Oct 4, 2023 at 9:44 AM

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

From: **susan** <susan.v@cgslimited.com>

Date: Fri, Sep 22, 2023, 1:08 PM

Subject: Crane Global Solutions Limited -Offer -Position -Management Trainee- Java

To: &lt;lavanyavelagala17@gmail.com&gt;

Cc: RagavRam &lt;raghava.ram@cgslimited.com&gt;, Vinod Ch &lt;vinod.ch@cgslimited.com&gt;, &lt;amalendu.sarkar@cgslimited.com&gt;, varaprasad.k &lt;varaprasad.k@cgslimited.com&gt;

Dear Ms.Lavanya,

Congratulations!!

As discussed we are pleased to release you offer of Rs 1.8 LPA for "Management Trainee- Java "

Kindly acknowledge the same sharing your date of joining .You can collect the offer letter on your joining date at our office premises. As discussed you are requested to join our organization at 9:30 am on your joining date. Office timings are 9:30 am -6:30 pm

Your appointment is further subject to your production of the following certificates (where these have not been produced at the time of selection).

- (i) Originals will be inspected & Copies will be kept
- (ii) Certificate of Age along 4 passport photographs
- (iii) Experience certificates –If Applicable
- (iv) Relieving certificate from previous employment- If Applicable
- (v) Aadhar Number or Aadhar enrolment ID Number
- (vi) PAN (issued from Income tax Department)
- (vii) Personal ID proof & Personal Address

 **Description: Description: Description: Description: Description: Description: Thanks**

**Velangani Dan Susan .A****HR&Admin Manager**

 **Description: Description: Description: Description: cid:image004.jpg@01D76E64.2B27C2D0**

**Crane Global Solutions Limited**

**(A CMMI Level 5, ISO 9001:2015 & ISO 27001:2013 Company)**

**Mobile No:- +91 9963906611**

4th Floor, Southern Wing, A- Block |

8-2-120/113, Sanali Info Park |

Road No 2,Banjarahills, Hyderabad, 500 034.

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**3 attachments**

 **image001.png**  
6K

 **image002.jpg**  
3K  
Aspire · Innovate · Achieve

 **image002.jpg**  
3K  
Aspire · Innovate · Achieve

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**SVKP & Dr KS RAJU A& Sc COLLEGE** <tposvkp@gmail.com>  
To: Svkp srinivas <tposvkp@gmail.com>

Tue, Dec 26, 2023 at 4:45 PM

[Quoted text hidden]

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**3 attachments**

 **image001.png**  
6K

 **image002.jpg**  
3K  
Aspire · Innovate · Achieve

 **image002.jpg**  
3K  
Aspire · Innovate · Achieve



Svkp srinivas <tposvkp@gmail.com>

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## Fwd: Deloitte USI || National Level Assessment || Confirmation of Verbal Offers

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**Sri Valli Dhana Lakshmi Chembolu** <srivalli7635@gmail.com>  
To: tposvkp@gmail.com

Sun, Nov 19, 2023 at 12:21 PM

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

From: **USI Consulting Campus** <[usiconsultingcampus@deloitte.com](mailto:usiconsultingcampus@deloitte.com)>  
Date: Thu, Mar 23, 2023 at 7:18 PM  
Subject: Deloitte USI || National Level Assessment || Confirmation of Verbal Offers  
To:



Deloitte US-India Offices | March, 2023



## National Level Assessment Congratulations on clearing the assessment

Dear candidate,

Congratulations on clearing the National Level Assessment and interview. You've impressed all who have met you and we think you could be a great addition to our team. We're excited at the prospect of you joining us.

In line with our previous communication, this is to confirm a **verbal offer** from Deloitte US-India Offices towards your selection as an **Analyst Trainee** at Deloitte Consulting India Private Limited.

Please take this short [survey](#) to answer a few questions and help us ensure you have a smooth onboarding experience.

### Learn more about Deloitte

#### Life at Deloitte



#### Career Journeys



Click on the above images for more information.

In case of any queries, please write to us at [usiconsultingcampus@deloitte.com](mailto:usiconsultingcampus@deloitte.com)

Best regards,  
Campus team



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v.E.1

Payslip for the month of December 2023

Employee Name : Kolisetty Gitasree	Date of Joining : 09.11.2021
Employee ID : 11723261	Service Date : 09.11.2021
Designation : Analyst III Infrastructure Services	Days in Month : 31.00
Department : IT01 Delivery South 1	Paid Days : 31.00
Location : Bangalore	LOP Current : 0.00
PAN : DQUPG7291E	LOP Arrear/Reversal : 0.00
ESI No : 5042107211	
PF No : PYBOM013015/1082882	
UAN : 101766261359	
Bank Name : AXIS BANK	
Bank Account : 921010049124272	

EARNINGS & ALLOWANCES	Amount	YTD Amount	DEDUCTIONS	Amount	YTD Amount
Basic Salary	14,720.83	132,487.47	Ee PF contribution	1,767.00	15,903.00
Night Shift Allowance	7,250.00	65,000.00	Professional Tax	200.00	1,800.00
Statutory Bonus	2,707.75	30,036.75	Ee LWF contribution	20.00	20.00
House Rent Allowance	8,304.92	69,077.28	Rounding Off	-0.50	-4.50

(\* ) denotes back pay adjustment.

Gross Earnings	32,983.50	296,601.50	Total Deductions	1,986.50	17,718.50
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Net pay 30,997.00

Amounts in Words - THIRTY THOUSAND NINE HUNDRED NINETY SEVEN RUPEES

Superannuation Funds:	Amount	YTD Amount

FBP Prorata Report

Component	Allocation For the Year (A)	YTD Eligibility (B)	Claims for the month (C)	Claims till date (D)	Claimed as Fully taxed (E)	Unclaim/Excess Payment (F)	Balance (G = A-D-E-F)	Unpaid Claims (H)
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"Reimb" - Denotes Reimbursement

\*\*This is an auto generated payslip, therefore does not require a seal and signature. If you have any questions regarding the contents of this payslip, please contact the HRConnect - <https://hrconnect.dxc.com>.

Payslip for the month of December 2023

Employee Name : Tangirala Venkata Sri Vijaya Adithya	Date of Joining : 09.11.2021
Employee ID : 11723262	Service Date : 09.11.2021
Designation : Analyst III Infrastructure Services	Days in Month : 31.00
Department : BAU - Storage Zurich & To	Paid Days : 31.00
Location : Chennai	LOP Current : 0.00
PAN : OGEPS3782R	LOP Arrear/Reversal : 0.00
ESI No : 5132581701	
PF No : PYBOM013015/1082594	
UAN : 101755422465	
Bank Name : HDFC BANK	
Bank Account : 50100472454708	

EARNINGS & ALLOWANCES	Amount	YTD Amount	DEDUCTIONS	Amount	YTD Amount
Basic Salary	15,041.33	135,371.97	Ee PF contribution	1,805.00	16,245.00
Night Shift Allowance	5,000.00	49,750.00	Professional Tax		1,250.00
Statutory Bonus	1,941.25	20,873.25	Ee LWF contribution	20.00	20.00
Transport Allowance	8,712.42	75,009.78			

(\* ) denotes back pay adjustment.

Gross Earnings	30,695.00	281,005.00	Total Deductions	1,825.00	17,515.00
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Net pay 28,870.00

Amounts in Words - TWENTY EIGHT THOUSAND EIGHT HUNDRED SEVENTY RUPEES

Superannuation Funds:	Amount	YTD Amount

FBP Prorata Report

Component	Allocation For the Year (A)	YTD Eligibility (B)	Claims for the month (C)	Claims till date (D)	Claimed as Fully taxed (E)	Unclaim/Excess Payment (F)	Balance (G = A-D-E-F)	Unpaid Claims (H)

"Reimb" - Denotes Reimbursement

\*\*This is an auto generated payslip, therefore does not require a seal and signature. If you have any questions regarding the contents of this payslip, please contact the HRConnect - <https://hrconnect.dxc.com>.

Name : Taneti Jayadarshan  
 Designation : Senior Systems Associate

Employee No	1203322	PF No	PY/BOM/10088/547918
Location	HYD-SEZ	UAN	101776246668
Personal Level	2	Bank A/C No	921010055379134

Total Payable Work days	India	Overseas	LOP	Secondment
31.00	31.00	0.00	0.00	0.00

(Amount in ₹)

Earnings			Deductions		
Particulars	Current Period	Year to Date	Particulars	Current Period	Year to Date
Basic Salary	15,000.00	75,000.00	PF Contribution	1,800.00	9,000.00
House Rent Allowance	1,260.00	6,300.00	Professional Tax	200.00	950.00
Medical Allowance	788.00	3,940.00	Infosys Welfare Trust	200.00	1,000.00
Leave Travel Allowance	788.00	3,940.00	Salary Loan	1,975.00	3,950.00
Misc Allowance	315.00	1,575.00	ESI Deductions	158.00	790.00
BonusExgratia-AdvancePmt	2,850.00	14,250.00			
<b>Total</b>	<b>21,001.00</b>	<b>105,005.00</b>	<b>Total</b>	<b>4,333.00</b>	<b>15,690.00</b>
			<b>Net Pay</b>	<b>16,668.00</b>	<b>89,315.00</b>

EPS No.PY/BOM/10088/1998042

Name : Taneti Jayadarshan  
 Designation : Senior Systems Associate

(Amount in ₹)

Projected Annual Taxable Income		
Particulars	Year to Date	Projected Amount
Gross Salary	105,005.00	252,012.00
Interest Perk	435.00	435.00
Gross Total Salary		252,447.00
Deductions		50,000.00
Income under the head Salaries		202,447.00
Gross Taxable Income		202,447.00
Total Taxable Income		202,450.00
Tax to be deducted/(Refund)		0.00

Details of Tax Benefits		
Deductions u/s 16	Maximum	Considered
Standard Deduction	50,000.00	50,000.00
Professional tax		0.00
Total		50,000.00
Exemptions u/s 10		Considered
HRA Exemption		0.00
LTA Exemption		0.00
CEA Exemption		0.00
CHA Exemption		0.00
Transport Exemption		0.00
Total		0.00
Chapter VI-A Deductions		Maximum
80C, 80CCC Deductions [PF, VPF, PPF, LIC, Tuition Fees, Tax Saving MF, Tax Saving FDs, SSY, Housing Loan Principal etc]	150,000.00	0.00
80D HIP for self, Spouse, Children	25,000.00	0.00
80D HIP for Parents [INR 25000 in case of Non senior Citizen]	50,000.00	0.00
80CCD (1B) NPS self contribution	50,000.00	0.00
80CCD (2) NPS Employer Contribution	10% of Basic+DA	0.00
80E Interest on higher education Loan	NA	0.00
80U Person with disability [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DD Person with disability dependent [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DDB Treatment of Specified disease self/ dependent [INR 40000 in case of Non senior Citizen]	100,000.00	0.00
Other deductions of Chapter VIA	NA	0.00
Total		0.00

Tax on all one time components is deducted on the actual payout at the highest tax slab rate applicable for your taxable income. Applicable Slab rate is determined as per Last month's taxable Income + Current month additional/one time Payout.

Name : Korada Harshitha Rama Devi  
 Designation : Senior Systems Associate

Employee No	1189895	PF No	PY/BOM/10088/536870
Location	HYDSEZ_Unit2	UAN	101758045011
Personal Level	2	Bank A/C No	921010045577067

Total Payable Work days	India	Overseas	LOP	Secondment
31.00	31.00	0.00	0.00	0.00

(Amount in ₹)

Earnings			Deductions		
Particulars	Current Period	Year to Date	Particulars	Current Period	Year to Date
Basic Salary	15,900.00	136,800.00	PF Contribution	1,908.00	16,416.00
House Rent Allowance	1,336.00	11,492.00	Professional Tax	200.00	1,600.00
Medical Allowance	835.00	7,186.00	LWF Contribution	30.00	30.00
Leave Travel Allowance	835.00	7,186.00	Infosys Welfare Trust	200.00	1,800.00
Misc Allowance	334.00	2,873.00	Salary Loan	1,975.00	7,900.00
BonusExgratia-AdvancePmt	3,021.00	25,992.00	PF Arrears	108.00	0.00
Night Shift Allowance	8,800.00	13,600.00			
Salary Arrears	1,260.00	0.00			
<b>Total</b>	<b>32,321.00</b>	<b>205,129.00</b>	<b>Total</b>	<b>4,421.00</b>	<b>27,746.00</b>
<b>Net Pay</b>				<b>27,900.00</b>	<b>177,383.00</b>

EPS No.PY/BOM/10088/1994076

Name : Korada Harshitha Rama Devi  
 Designation : Senior Systems Associate

(Amount in ₹)

Projected Annual Taxable Income		
Particulars	Year to Date	Projected Amount
Gross Salary	205,129.00	271,912.00
Interest Perk	844.00	844.00
Gross Total Salary		272,756.00
Deductions		50,000.00
Income under the head Salaries		222,756.00
Gross Taxable Income		222,756.00
Total Taxable Income		222,760.00
Tax to be deducted/(Refund)		0.00

Details of Tax Benefits		
Deductions u/s 16	Maximum	Considered
Standard Deduction	50,000.00	50,000.00
Professional tax		0.00
Total		50,000.00
Exemptions u/s 10		Considered
HRA Exemption		0.00
LTA Exemption		0.00
CEA Exemption		0.00
CHA Exemption		0.00
Transport Exemption		0.00
Total		0.00
Chapter VI-A Deductions	Maximum	Considered
80C, 80CCC Deductions [PF, VPF, PPF, LIC, Tuition Fees, Tax Saving MF, Tax Saving FDs, SSY, Housing Loan Principal etc]	150,000.00	0.00
80D HIP for self, Spouse, Children	25,000.00	0.00
80D HIP for Parents [INR 25000 in case of Non senior Citizen]	50,000.00	0.00
80CCD (1B) NPS self contribution	50,000.00	0.00
80CCD (2) NPS Employer Contribution	10% of Basic+DA	0.00
80E Interest on higher education Loan	NA	0.00
80U Person with disability [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DD Person with disability dependent [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DDB Treatment of Specified disease self/ dependent [INR 40000 in case of Non senior Citizen]	100,000.00	0.00
Other deductions of Chapter VIA	NA	0.00
Total		0.00

Tax on all one time components is deducted on the actual payout at the highest tax slab rate applicable for your taxable income. Applicable Slab rate is determined as per Last month's taxable Income + Current month additional/one time Payout.

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 10/20/2023**

**Sri Valli Dhana Lakshmi Chembolu**

**C12355711**

**3-114/2, Tata Raju Street, Poduru**

**6304013898**

Dear **Sri Valli Dhana Lakshmi Chembolu**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case may be") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Remote working conditions -Declaration
- Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven Days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven Days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

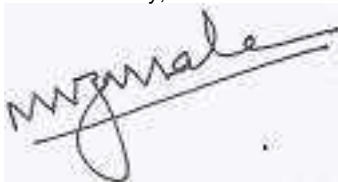
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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**Sri Valli Dhana Lakshmi Chembolu**

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 460700/-</b>
<b>(E)##Additional Discretionary Reimbursements</b>	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

**(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

**(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**(C)Joining Bonus:**

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated

by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay

depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5.You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any

partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

**REMOTE WORKING CONDITIONS - DECLARATION**

**NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**.

**ANNEXURE V - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_ **Sri Valli Dhana Lakshmi Chembolu**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Name : Chirla Soma Sri Maheswari Maheswari  
 Designation : Senior Systems Associate

Employee No	1184960	PF No	PY/BOM/10088/532018
Location	HYDSEZUnit3	UAN	101758031443
Personal Level	2	Bank A/C No	921010041069467

Total Payable Work days	India	Overseas	LOP	Secondment
31.00	31.00	0.00	0.00	0.00

(Amount in ₹)

Earnings			Deductions		
Particulars	Current Period	Year to Date	Particulars	Current Period	Year to Date
Basic Salary	16,200.00	153,600.00	PF Contribution	1,944.00	18,432.00
House Rent Allowance	1,794.00	17,002.00	Professional Tax	200.00	2,000.00
Medical Allowance	1,121.00	10,629.00	LWF Contribution	0.00	30.00
Transport Allowance	448.00	4,249.00	Infosys Welfare Trust	200.00	2,000.00
Leave Travel Allowance	1,121.00	10,629.00			
BonusExgratia-AdvancePmt	3,078.00	29,184.00			
Night Shift Allowance	7,500.00	54,750.00			
<b>Total</b>	<b>31,262.00</b>	<b>280,043.00</b>	<b>Total</b>	<b>2,344.00</b>	<b>22,462.00</b>
<b>Net Pay for the month</b>				<b>28,918.00</b>	<b>257,581.00</b>

EPS No.PY/BOM/10088/1993139

Name : Chirla Soma Sri Maheswari Maheswari  
 Designation : Senior Systems Associate

(Amount in ₹)

Projected Annual Taxable Income		
Particulars	Year to Date	Projected Amount
Gross Salary	280,043.00	327,567.00
Gross Total Salary		327,567.00
Deductions		50,000.00
Income under the head Salaries		277,567.00
Gross Taxable Income		277,567.00
Total Taxable Income		277,570.00
Tax to be deducted/(Refund)		0.00

Details of Tax Benefits		
Deductions u/s 16	Maximum	Considered
Standard Deduction	50,000.00	50,000.00
Professional tax		0.00
Total		50,000.00
Exemptions u/s 10		Considered
HRA Exemption		0.00
LTA Exemption		0.00
CEA Exemption		0.00
CHA Exemption		0.00
Transport Exemption		0.00
Total		0.00
Chapter VI-A Deductions		Maximum
80C, 80CCC Deductions [PF, VPF, PPF, LIC, Tuition Fees, Tax Saving MF, Tax Saving FDs, SSY, Housing Loan Principal etc]	150,000.00	0.00
80D HIP for self, Spouse, Children	25,000.00	0.00
80D HIP for Parents [INR 25000 in case of Non senior Citizen]	50,000.00	0.00
80CCD (1B) NPS self contribution	50,000.00	0.00
80CCD (2) NPS Employer Contribution	10% of Basic+DA	0.00
80E Interest on higher education Loan	NA	0.00
80U Person with disability [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DD Person with disability dependent [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DDB Treatment of Specified disease self/ dependent [INR 40000 in case of Non senior Citizen]	100,000.00	0.00
Other deductions of Chapter VIA	NA	0.00
Total		0.00

Tax on all one time components is deducted on the actual payout at the highest tax slab rate applicable for your taxable income. Applicable Slab rate is determined as per Last month's taxable Income + Current month additional/one time Payout.

Name: Madhreddy Naraya Sri Venkata Padmapriya  
Designation: Systems Associate

Employee No	1216545	PF No	BY/60M/13088/560392	Total Payable Work Days	India	Overseas	LOP	Secondment
Location	HYD02Z_Ind2	UAN	101841589880	30.00	30.00	0.00	0.00	0.00
Personal Level	2	Bank A/C No	922010003205364					

(Amount in ₹)

Earnings			Deductions		
Particulars	Current Period	Year to Date	Particulars	Current Period	Year to Date
Basic Salary	15,000.00	1,18,582.00	PF Contribution	1,800.00	14,292.00
House Rent Allowance	1,260.00	9,420.00	Professional Tax	200.00	1,400.00
Medical Allowance	788.00	5,316.00	Infosys Welfare Fund	290.00	1,660.00
Leave Travel Allowance	788.00	5,316.00	ESI Deductions	0.00	913.00
Misc Allowance	315.00	2,205.00			
Bonus/Gratuity/Advance(Pf)	2,850.00	22,530.00			
<b>Total</b>	<b>21,001.00</b>	<b>163,169.00</b>	<b>Total</b>	<b>2,290.00</b>	<b>18,143.00</b>
			<b>Net Pay</b>	<b>18,801.00</b>	<b>145,026.00</b>

UAN No: PF/60M/13088/560392

Name: Madhreddy Naraya Sri Venkata Padmapriya  
Designation: Systems Associate

(Amount in ₹)

Projected Annual Taxable Income			Details of Tax Benefits		
Particulars	Year to Date	Projected Amount	Particulars (Ch 16)	Maximum	Considered
Gross Salary	163,169.00	247,179.00	Standard Deduction	50,000.00	50,000.00
Gross Total Salary		247,179.00	Professional tax		0.00
Deductions		50,000.00	Total		50,000.00
Income Under the Head Salaries		197,179.00	Exemptions (Ch 7)		
Gross Taxable Income		197,179.00	HRA Exemption		0.00
Total Taxable Income		197,179.00	13A Exemption		0.00
Tax to be deducted (to fund)		0.00	14A Exemption		0.00
			15A Exemption		0.00
			15B Exemption		0.00
			Transport Exemption		0.00
			Total		0.00
			Chapter VI-A Deductions		
			90C - 80CC Deductions	1,00,000.00	0.00
			91 - VPF, PPF, OC, Tuition Fees, Tax Saving MF, Tax Saving FDS, SSE, Housing Loan (Principal etc)		
			80C HRA for self, Spouse, Children	25,000.00	0.00
			80D HRA for Parents	50,000.00	0.00
			[Max 25000 in case of Non-resident Citizen]		
			80CCD (1B) NPS self contribution	50,000.00	0.00
			80CCD (2) NPS Employee Contribution	10% of Basic DA	0.00
			80E Interest on Higher education loan	NA	0.00
			80U Person with disability	125,000.00	0.00
			[40% till 75000, 60% till 125000]		
			80DD Person with disability dependent	125,000.00	0.00
			[40% till 75000, 60% till 125000]		
			80DD Treatment of Specified disease self dependent	1,00,000.00	0.00
			[Max 40000 in case of Non-resident Citizen]		
			Other deductions of Chapter VI-A	NA	0.00
			Total		0.00

Tax on all one-time components is deducted on the actual payout at the highest tax slab rate applicable for your taxable income. Applicable slab rate is determined as per last month's taxable income. Current month additional one-time payout.



Infosys Limited, Bangalore

Salary Slip for the month of January 2024

Name : Kurumambika Rayapurody  
Designation : Systems Associate

Employee No	1256956	PF No	PR/BOM/10088/548692
Location	HYD-SEZ	UAN	101841803568
Personal Level	2	Bank A/C No	044001008318

Total Payable Work days	India	Overseas	LOP	Suspension
31.00	31.00	0.00	0.00	0.00

(Amount in ₹)

Earnings			Deductions		
Particulars	Current Period	Year to Date	Particulars	Current Period	Year to Date
Basic Salary	13,582.00	1,35,820.00	PF Contribution	1,630.00	16,300.00
Bonus/Gratia/Advance/Pent	2,580.00	25,800.00	Professional Tax	150.00	1,500.00
			LWF Contribution	0.00	30.00
			Infosys - Welfare Trust	200.00	2,050.00
			ESI Deductions	100.00	1,220.00
<b>Total</b>	<b>16,162.00</b>	<b>1,61,620.00</b>	<b>Total</b>	<b>3,100.00</b>	<b>21,950.00</b>
			<b>Net Pay for the month</b>	<b>14,060.00</b>	<b>1,40,570.00</b>

IPS No:PR/BOM/10088/2053847

Name : Mounkia Mangina  
 Designation : Systems Associate

Employee No	1243561	PF No	PY/BOM/10088/582600
Location	HYDSEZ_Unit2	UAN	101809563898
Personal Level	2	Bank A/C No	922010002361053

Total Payable Work days	India	Overseas	LOP	Secondment
31.00	31.00	0.00	0.00	0.00

(Amount in ₹)

Earnings			Deductions		
Particulars	Current Period	Year to Date	Particulars	Current Period	Year to Date
Basic Salary	15,000.00	70,746.00	PF Contribution	1,800.00	8,490.00
House Rent Allowance	1,260.00	2,520.00	Professional Tax	200.00	850.00
Medical Allowance	788.00	1,576.00	Infosys Welfare Trust	200.00	1,000.00
Leave Travel Allowance	788.00	1,576.00	ESI Deductions	158.00	682.00
Misc Allowance	315.00	630.00			
BonusExgratia-AdvancePmt	2,850.00	13,440.00			
<b>Total</b>	<b>21,001.00</b>	<b>90,488.00</b>	<b>Total</b>	<b>2,358.00</b>	<b>11,022.00</b>
<b>Net Pay</b>				<b>18,643.00</b>	<b>79,466.00</b>

EPS No.PY/BOM/10088/2028904

Name : Mounkia Mangina  
 Designation : Systems Associate

(Amount in ₹)

Projected Annual Taxable Income		
Particulars	Year to Date	Projected Amount
Gross Salary	90,488.00	237,495.00
Gross Total Salary		237,495.00
Deductions		50,000.00
Income under the head Salaries		187,495.00
Gross Taxable Income		187,495.00
Total Taxable Income		187,500.00
Tax to be deducted/(Refund)		0.00

Details of Tax Benefits		
Deductions u/s 16	Maximum	Considered
Standard Deduction	50,000.00	50,000.00
Professional tax		0.00
Total		50,000.00
Exemptions u/s 10		Considered
HRA Exemption		0.00
LTA Exemption		0.00
CEA Exemption		0.00
CHA Exemption		0.00
Transport Exemption		0.00
Total		0.00
Chapter VI-A Deductions		Maximum
80C, 80CCC Deductions [PF, VPF, PPF, LIC, Tuition Fees, Tax Saving MF, Tax Saving FDs, SSY, Housing Loan Principal etc]	150,000.00	0.00
80D HIP for self, Spouse, Children	25,000.00	0.00
80D HIP for Parents [INR 25000 in case of Non senior Citizen]	50,000.00	0.00
80CCD (1B) NPS self contribution	50,000.00	0.00
80CCD (2) NPS Employer Contribution	10% of Basic+DA	0.00
80E Interest on higher education Loan	NA	0.00
80U Person with disability [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DD Person with disability dependent [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DDB Treatment of Specified disease self/ dependent [INR 40000 in case of Non senior Citizen]	100,000.00	0.00
Other deductions of Chapter VIA	NA	0.00
Total		0.00

Tax on all one time components is deducted on the actual payout at the highest tax slab rate applicable for your taxable income. Applicable Slab rate is determined as per Last month's taxable Income + Current month additional/one time Payout.

Name: Bharathi Gubbala  
Employee Code: KPTS/Trainee/02

Dear Bharathi Gubbala,,

We are pleased to appoint you in our organization as Software Trainee with Training Department, effective from 1st Feb 2023.. You will be on probation for a period of 06 months. Your total compensation during this probation period will be Rs.12,000/- per month.The same if necessary will be reviewed after completion of your probation period depending on your performance.The Salary overview is as detailed in Annexure – A. Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment. Please sign and return duplicate copy of this letter in token of your acceptance. We Congratulate you on your appointment and wish you have a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

31.01.2023  
With Best Wishes  
Prashanthi Kolluru  
Founder & CEO  
KloudPortal

To be signed by the employee.

(Name)

(Signature)

I agree to all the terms and conditions.

## **Annexure – A**

<b>Component</b>	<b>Amount (In Rupees/Month)</b>
Basic Salary	Rs.12,000
<b>A. Total</b>	<b>Rs.12,000</b>
PF	-
HRA	0
MEDICAL	0
Transport Allowance	0
Other Allowances	0
<b>B. Total</b>	<b>0</b>
<b>Monthly Salary (A+B)</b>	<b>Rs.12,000</b>

In Words: **Rupees Twelve thousand only.**

*P.S: Taxes will be deducted as per government norms and appropriate savings as per the tax disclaimer submitted.*

## **Annexure – B**

1. Personal Particulars: You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
2. Nature of Work: You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
3. Working Hours: The regular working hours of the company are from \_\_\_9AM\_\_\_\_\_ to \_\_\_6 PM\_\_\_\_\_ including 30 minutes for lunch break and 15 minutes for teabreak. These timings could change based on Client needs and daylight savings.
4. Assignment, Transfer and Deputation: Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
5. Training: You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
6. Intellectual Property Right: If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
7. Secrecy/Confidentiality: You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.
8. Restrain:

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i. Access to Information: Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

ii. Restriction on Personal Use: Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the company for any personal use.

## 9. Leave Policy:

You will be entitled to leaves as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be recorded to you for every late entry with one day of absence counted for every three late Marks. (Note: No Leaves will be considered during Training/Probation Period)

## 10. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and company wide awareness about the need for protection of intellectual property and sensitive customer information.

## 11. Termination of Service:

i. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect. (Not Applicable to Trainees)

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

iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

12. Standing Orders: You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

13. Agreement Not to Compete:

While Employer employs me, the Employment term and for 3 years afterward, I will not directly or indirectly participate in a business, in the same geographic area, that is similar to a business now or later operated by Employer. This includes participating in my own business or as a co-owner, director, officer, consultant, independent contractor, employee or agent of another business. In particular, I will not:

- (a) solicit or attempt to solicit any business or trade from Employer's actual or prospective customers or clients.
- (b) employ or attempt to employ any employee of Employer
- (c) divert or attempt to divert business away from Employer, or
- (d) encourage any independent contractor or consultant to end a relationship with Employer.

14. Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently. 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 standard 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 therein. The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Name:SAI GANESH KADALI  
Employee Code: KPTS/Trainee/05

Dear Sai Ganesh,

We are pleased to appoint you in our organization as Software Trainee with Training Department, effective from 1st Feb 2023.. You will be on probation for a period of 06 months. Your total compensation during this probation period will be Rs.12,000/- per month.The same if necessary will be reviewed after completion of your probation period depending on your performance.The Salary overview is as detailed in Annexure – A. Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment. Please sign and return duplicate copy of this letter in token of your acceptance. We Congratulate you on your appointment and wish you have a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

31.01.2023  
With Best Wishes  
Prashanthi Kolluru  
Founder & CEO  
KloudPortal

To be signed by the employee.

(Name)

(Signature)

I agree to all the terms and conditions.

## **Annexure – A**

<b>Component</b>	<b>Amount (In Rupees/Month)</b>
Basic Salary	Rs.12,000
<b>A. Total</b>	<b>Rs.12,000</b>
PF	-
HRA	0
MEDICAL	0
Transport Allowance	0
Other Allowances	0
<b>B. Total</b>	<b>0</b>
<b>Monthly Salary (A+B)</b>	<b>Rs.12,000</b>

In Words: **Rupees Twelve thousand only.**

*P.S: Taxes will be deducted as per government norms and appropriate savings as per the tax disclaimer submitted.*

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## **Annexure – B**

1. Personal Particulars: You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
2. Nature of Work: You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
3. Working Hours: The regular working hours of the company are from \_\_\_9AM\_\_\_\_\_ to \_\_\_6 PM\_\_\_\_\_ including 30 minutes for lunch break and 15 minutes for teabreak. These timings could change based on Client needs and daylight savings.
4. Assignment, Transfer and Deputation: Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
5. Training: You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
6. Intellectual Property Right: If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
7. Secrecy/Confidentiality: You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.

## 8. Restrain:

- i. Access to Information: Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.
- ii. Restriction on Personal Use: Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the company for any personal use.

## 9. Leave Policy:

You will be entitled to leaves as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be recorded to you for every late entry with one day of absence counted for every three late Marks. (Note: No Leaves will be considered during Training/Probation Period)

## 10. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and company wide awareness about the need for protection of intellectual property and sensitive customer information.

## 11. Termination of Service:

- i. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect. (Not Applicable to Trainees)
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

12. Standing Orders: You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

13. Agreement Not to Compete:

While Employer employs me, the Employment term and for 3 years afterward, I will not directly or indirectly participate in a business, in the same geographic area, that is similar to a business now or later operated by Employer. This includes participating in my own business or as a co-owner, director, officer, consultant, independent contractor, employee or agent of another business. In particular, I will not:

- (a) solicit or attempt to solicit any business or trade from Employer's actual or prospective customers or clients.
- (b) employ or attempt to employ any employee of Employer
- (c) divert or attempt to divert business away from Employer, or
- (d) encourage any independent contractor or consultant to end a relationship with Employer.

14. Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently. 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 standard 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 therein. The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Name: SURYA SRIRAM KARUMURI  
Employee Code: KPTS/Trainee/06

Dear Surya Sriram,

We are pleased to appoint you in our organization as Software Trainee with Training Department, effective from 1st Feb 2023.. You will be on probation for a period of 06 months. Your total compensation during this probation period will be Rs.12,000/- per month. The same if necessary will be reviewed after completion of your probation period depending on your performance. The Salary overview is as detailed in Annexure – A. Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment. Please sign and return duplicate copy of this letter in token of your acceptance. We Congratulate you on your appointment and wish you have a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

31.01.2023  
With Best Wishes  
Prashanthi Kolluru  
Founder & CEO  
KloudPortal

To be signed by the employee.

(Name)

(Signature)

I agree to all the terms and conditions.

## **Annexure – A**

<b>Component</b>	<b>Amount (In Rupees/Month)</b>
Basic Salary	Rs.12,000
<b>A. Total</b>	<b>Rs.12,000</b>
PF	-
HRA	0
MEDICAL	0
Transport Allowance	0
Other Allowances	0
<b>B. Total</b>	<b>0</b>
<b>Monthly Salary (A+B)</b>	<b>Rs.12,000</b>

In Words: **Rupees Twelve thousand only.**

*P.S: Taxes will be deducted as per government norms and appropriate savings as per the tax disclaimer submitted.*

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## **Annexure – B**

1. Personal Particulars: You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
2. Nature of Work: You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
3. Working Hours: The regular working hours of the company are from \_\_\_9AM\_\_\_\_\_ to \_\_\_6 PM\_\_\_\_\_ including 30 minutes for lunch break and 15 minutes for teabreak. These timings could change based on Client needs and daylight savings.
4. Assignment, Transfer and Deputation: Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
5. Training: You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training program without any extraneous circumstances would lead to automatic termination of your employment.
6. Intellectual Property Right: If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.
7. Secrecy/Confidentiality: You will not during the course of your employment with the company or at any time thereafter divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.

## 8. Restrain:

- i. Access to Information: Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.
- ii. Restriction on Personal Use: Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, Internet service, and working time of the company for any personal use.

## 9. Leave Policy:

You will be entitled to leaves as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be recorded to you for every late entry with one day of absence counted for every three late Marks. (Note: No Leaves will be considered during Training/Probation Period)

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## 11. Termination of Service:

- i. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect. (Not Applicable to Trainees)
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

12. Standing Orders: You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

13. Agreement Not to Compete:

While Employer employs me, the Employment term and for 3 years afterward, I will not directly or indirectly participate in a business, in the same geographic area, that is similar to a business now or later operated by Employer. This includes participating in my own business or as a co-owner, director, officer, consultant, independent contractor, employee or agent of another business. In particular, I will not:

- (a) solicit or attempt to solicit any business or trade from Employer's actual or prospective customers or clients.
- (b) employ or attempt to employ any employee of Employer
- (c) divert or attempt to divert business away from Employer, or
- (d) encourage any independent contractor or consultant to end a relationship with Employer.

14. Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently. 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 standard 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 therein. The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

# Payslip

## DEC 2023



MS. TULASI RATNAM RAVADA

Employee Details		Payment & Leave Details				Location Details				
Emp No.	2032850	Bank Name	HDFC Bank			Location	Adibatla Unit- 3 SEZ			
Grade	C1Y   UAN   XXXXXXXX9272	Acc No.	XXXXXXX3814			Base Br.	TCS - HYDERABAD			
PAN	XXXXXXX306B	Days paid	31			Depute Br.	TCS - Hyderabad			
Tax Regime	NEW	Leave Balance	EL	X	SL	X	CL	X	WON/ SWON	20534870

Earnings	Arrears (INR)	Current (INR)	Deductions	Amount (INR)
Basic Salary		15,000.00	Provident Fund	1,800.00
House Rent Allowance		7,500.00	Professional Tax	200.00
Leave Travel Allowance		1,250.00	Labour Welfare	2.00
Personal Allowance		40.00		
Miscellaneous		910.00		
City Allowance		1,100.00		
Performance Pay		1,900.00		
Total Earnings (Current + Arrears)		27,700.00	Total Deductions	2,002.00

**Net Pay (INR)** 25,698.00

Projected Annual Tax Information			
Annual Income*	3,16,840.00	Net Tax Income r/o	2,66,840.00
Deductions under Sec 16	50,000.00	Total Tax Payable	
Chapter VIA relief	0.00	Tax Deducted till date	
		Balance Tax	

\* Please Note, Annual Income is after considering the exemption - if any.

WIPRO ACADEMY OF SOFTWARE EXCELLENCE  
MONTH/YEAR : NOVEMBER 2023  
NAME : KATIKITALA CHANDANA

ATTD : 30/30

WASECODE : 40093305  
GENDER : FEMALE  
MODE : B  
NET AMOUNT : 18326

LOCATION : HYDERABAD  
A/c No.: UTI - xxxxxxxxxxxx7832

EARNINGS	REGULAR	ARREARS	DEDUCTIONS	
SCHOLARSHIP	19000.00	0.00	ESI	143.00
			MEDPREM	381.00
			PT	150.00
-----				
TOTAL:	19000.00	0.00	TOTAL	674.00
-----				

Note:

\*\* Please do not respond to this mail.

For any queries in tax deduction, please refer the IT projection link available in [thedot.wipro.com](http://thedot.wipro.com) => Apps => My Financials => Financial Reports.

For other queries, you may route your queries through [wiprocio.service-now.com](http://wiprocio.service-now.com).

\* MEDPREM - indicates monthly premium paid for Group Mediclaim Insurance for Self and/or Spouse

For details, please check the Group Mediclaim Insurance policy by logging in to [thedot.wipro.com](http://thedot.wipro.com) > My Policies > India > My Financials.

\* The annual premium recovery for all Medical Voluntary Plans and Parental Plans will take effect from the December 2023 payroll, depending on the selected installment schedule.



WIPRO ACADEMY OF SOFTWARE EXCELLENCE  
MONTH/YEAR : AUGUST 2023 ATTD : 31/31  
NAME : KADALI LOKESH  
WIMSCODE : 40098625  
GENDER : MALE LOCATION : HYDERABAD  
MODE : B A/c No.: UTI - xxxxxxxxxxxx9191  
NET AMOUNT : 24659

EARNINGS	REGULAR	ARREARS	DEDUCTIONS	
SCHOLARSHIP	17000.00	0.00	ESI	191.00
SHTALLW	0.00	8400.00	MEDPREM	350.00
			PT	200.00
-----				
TOTAL:	17000.00	8400.00	TOTAL	741.00
-----				

ARREAR DETAILS

PERIOD	AMOUNT	REASON FOR ARREAR
August 2023	8400.00	ARREAR

Note:

\*\* Please do not respond to this mail.

For any queries in tax deduction, please refer the IT projection link available in thedot.wipro.com => Apps => My Financials => Financial Reports.

For other queries, you may route your queries through wiprocio.service-now.com.

\* MEDPREM - indicates monthly premium paid for Group Mediclaim Insurance for Self and/or Spouse

For details, please check the Group Mediclaim Insurance policy by logging in to thedot.wipro.com > My Policies > India > My Financials.

WIPRO ACADEMY OF SOFTWARE EXCELLENCE

MONTH/YEAR : DECEMBER 2023

ATTD : 31/31

NAME : KOYA LAKSHMAN

WIMSCODE : 40083174

GENDER : MALE

LOCATION : HYDERABAD

MODE : B

A/c No.: HDFC - xxxxxxxxxxxx2361

NET AMOUNT : 24727

EARNINGS	REGULAR	ARREARS	DEDUCTIONS	
SCHOLARSHIP	19000.00	0.00	ESI	192.00
SHFTALLW	0.00	6500.00	MEDPREM	381.00
			PT	200.00
-----				
TOTAL:	19000.00	6500.00	TOTAL	773.00
-----				

ARREAR DETAILS

PERIOD	AMOUNT	REASON FOR ARREAR
December 2023	6500.00	ARREAR

Note:

\*\* Please do not respond to this mail.

For any queries in tax deduction, please refer the IT projection link available in [thedot.wipro.com](http://thedot.wipro.com) => Apps => My Financials => Financial Reports.

For other queries, you may route your queries through [wiprocio.service-now.com](http://wiprocio.service-now.com).

\* MEDPREM - indicates monthly premium paid for Group Mediclaim Insurance for Self and/or Spouse

For details, please check the Group Mediclaim Insurance policy by logging in to [thedot.wipro.com](http://thedot.wipro.com) > My Policies > India > My Financials.

WIPRO ACADEMY OF SOFTWARE EXCELLENCE  
 MONTH/YEAR : NOVEMBER 2023 ATTD : 30/30  
 NAME : Mamidiseti Srimanth Prince  
 WIMSCODE : 40083032  
 GENDER : MALE LOCATION : HYDERABAD  
 MODE : B A/c No.: HDFC - xxxxxxxxxxx3317  
 NET AMOUNT : 35644

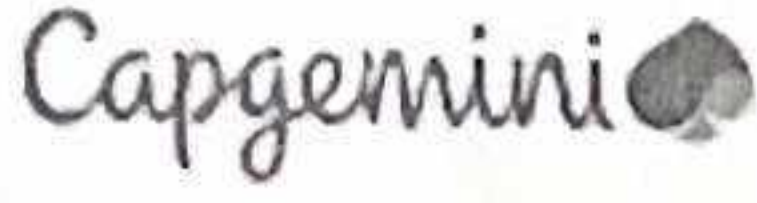
EARNINGS	REGULAR	ARREARS	DEDUCTIONS	
Oncall Allw	0.00	9200.00	ESI	275.00
SCHOLARSHIP	19000.00	0.00	MEDPREM	381.00
SHFTALLW	0.00	8400.00	PT	200.00
			WCC	100.00
-----				
TOTAL:	19000.00	17600.00	TOTAL	956.00
-----				

ARREAR DETAILS

PERIOD	AMOUNT	REASON FOR ARREAR
November 2023	17600.00	ARREAR

Note:

- \*\* Please do not respond to this mail.  
 For any queries in tax deduction, please refer the IT projection link available in thedot.wipro.com => Apps => My Financials => Financial Reports.  
 For other queries, you may route your queries through wiprocio.service-now.com.
- \*\* WCC denotes your contribution towards WIPRO CARES
- \* MEDPREM - indicates monthly premium paid for Group Medclaim Insurance for Self and/or Spouse  
 For details, please check the Group Medclaim Insurance policy by logging in to thedot.wipro.com > My Policies > India > My Financials.
- \* The annual premium recovery for all Medical Voluntary Plans and Parental Plans will take effect from the December 2023 payroll, depending on the selected installment schedule.



### CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED

Plot No. 14, Rajiv Gandhi Infotech Park,  
Hinjawadi Phase-III, MIDC-SEZ, Village Man,  
Taluka Mulshi, PUNE-411 057

Payslip for the month of DECEMBER 2023

All amounts in INR

Emp Code	46042651	DOJ	30/09/2020
Global Id	46042651	Global DOJ	30/09/2020
Emp Name	PAVANI MOLLETI	DOB	14/08/1999
Location	BLR STPI EPIP	Gender	F
Unit Code	FTE	PAN	FRUPP7461J
Designation	Associate Consultant	PF No	MHBAN00187340000467231
Bank AC No	070501503650	PF UAN	101623006267
Bank AC Name	ICICI BANK LIMITED	EPS NO	MHBAN00187340000467231
Grade	B1	ESI No	

Standard Days:31 Payable Days:31.00 Loss of Pay Days:0.00 LOP Reversal Days:0.00 Arrear Days:0.00

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREAR (+/-)	TOTAL	DEDUCTIONS	TOTAL
BASIC	21,200	21,200	0	21,200	P.F.	2,544
HOUSE RENT ALLOWANCE	12,720	12,720	0	12,720	PROFESSION TAX	200
PERSONAL ALLOWANCE	4,950	4,950	0	4,950	LABOUR WELFARE FUND	20
REMOTE WORKING ALLOWANCE	3,000	3,000	0	3,000		
BOOKS AND JOURNALS	3,000	3,000	0	3,000		
PROFESSIONAL PURSUIT	4,886	4,886	0	4,886		
<b>GROSS EARNINGS</b>		<b>49,756</b>	<b>0</b>	<b>49,756</b>	<b>TOTAL DEDUCTIONS</b>	<b>2,764</b>

<b>NET PAY</b>	<b>46,992</b>
(RUPEES FORTY SIX THOUSAND NINE HUNDRED NINETY TWO ONLY)	

<u>SUMMARY OF TAX COMPUTATION AS PER NEW REGIME</u>		<u>LOP DETAILS</u>	<u>LOP REVERSAL DETAILS</u>
GROSS SALARY (EXCL. REIMBURSEMENT)	6,02,072		
ADD PERQUISITES AND OTHER INCOME	0		
LESS : EXEMPT REIMBURSEMENT	0		
LESS : DEDUCTION U/s 10	0		
LESS : DEDUCTION U/s 16 (STD DEDUCTION)	50,000		
LESS : DEDUCTION U/s 24 (HOUSING LOSS)	0		
LESS : DEDUCTION U/s CHAPTER VIA	0		
NET TAXABLE INCOME	5,52,072		
TOTAL TAX PAYABLE	0		
TOTAL TAX RECOVERED (INCL. CURR MONTH)	0		
BALANCE TAX RECOVERABLE	0		

DESCRIPTION   CURRENT MONTH

This is a Computer generated document, No signature is required. This document contains confidential information.



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ  
RAJENDRANAGAR, HYDERABAD - 500030

No. NIRDPR/CGARD/Supporting Staff/002/Assoc. Prof1/2021-22  
(e-office file No.12955)  
May 25, 2022

OFFICE ORDER NO. 415

Sub: Engagement of Smt. Kusumanchi Nikhitha as Training Manager (Administration and Accounts) in Centre for Geoinformatics Applications in Rural Development (CGARD), NIRDPR on contract basis - Reg.

- Ref: 1. Offer of engagement of even no. dated 02-05-2022.  
2. Joining Report, dated 23-05-2022 received from Smt. Kusumanchi Nikhitha, Training Manager (Administration and Accounts) along with original agreement on stamp paper.

\*\*\*

In pursuance of Offer of Engagement of even no. dated 02-05-2022 (Ref-1), Smt. Kusumanchi Nikhitha has accepted the terms and conditions and joined as Training manager (Administration & Accounts) in Centre for Geoinformatics Applications in Rural Development (CGARD), NIRDPR on 23-05-2022(F/N)(Ref-2).

2. Her engagement is purely on temporary and contract basis for a period of one year w.e.f.23-05.2022(F/N) on a consolidated remuneration of Rs. 30,000/- per month

// By Order //

Associate Professor & Head i/c (CGARD)

To  
Smt. Kusumanchi Nikhitha  
Training Manager, (CGARD)

Copy to:

1. SES to DG
2. PA to DDG i/c & Director(FM) & FA
3. Steno to Registrar & Director (Administration)
4. Associate Professor & Head i/c, CGARD
5. AFA & PAO - along with a copy of offer of Engagement and joining report
6. Accounts Officer(C)
7. Office order file
8. Office copy

January 28, 2021

HRD/2T/1000933669/20-21

Ms. Yarramsetti Roopa Devi  
D.No: 27-79, Kotipalli Vari Street,  
Cherukuwada, Penugonda,  
Cherukuwada-534320  
India

Ph: +91-9963955234

Dear Yarramsetti,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.01.28 16:02:34 IST  
Reason: Digitally Signed  
Location: Bangalore

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

January 28, 2021

HRD/1000933669/20-21

Ms. Yarramsetti Roopa Devi  
D.No: 27-79, Kotipalli Vari Street,  
Cherukuwada, Penugonda,  
Cherukuwada-534320  
India

Ph: +91-9963955234

Dear Yarramsetti,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **08-Mar-2021**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

### **Agreement**

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

### **Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

**ANNEXURE - I**  
(Compensation)

**COMPENSATION DETAILS**  
(All figures in INR per month)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. Yarramsetti Roopa Devi			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.01.28 16:02:34 IST  
Reason: Digitally Signed  
Location: Bangalore

yennamsetti sooradevi@gmail.com

PH. 9963955234  
2021-23 Batch

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

Name : Yarramsetti Roopa Devi

Designation : Operations Executive - Trainee

(Amount in ₹)

Projected Annual Taxable Income		Projected Amount
Particulars	Year to Date	
Gross Salary	12,974.00	12,974.00
Gross Total Salary		12,974.00
Deductions		0.00
Tax to be deducted/(Refund)		

Details of Tax Benefits		
Deductions u/s 16	Maximum	Considered
Standard Deduction	50,000.00	12,974.00
Professional tax		0.00
Total		12,974.00
Exemptions u/s 10		Considered
HRA Exemption		0.00
LTA Exemption		0.00
CEA Exemption		0.00
CHA Exemption		0.00
Transport Exemption		0.00
Total		0.00
Chapter VI-A Deductions	Maximum	Considered
80C, 80CCC Deductions [PF, VPF, PPF, LIC, Tuition Fees, Tax Saving MF, Tax Saving FDs, SSY, Housing Loan Principal etc]	150,000.00	1,262.00
80D HIP for self, Spouse, Children	25,000.00	0.00
80D HIP for Parents [INR 25000 in case of Non senior Citizen]	50,000.00	0.00
80CCD (1B) NPS self contribution	50,000.00	0.00
80CCD (2) NPS Employer Contribution	10% of Basic+DA	0.00
80E Interest on higher education Loan	NA	0.00
80U Person with disability [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DD Person with disability dependent [40% INR 75000, 80% INR 125000]	125,000.00	0.00
80DDB Treatment of Specified disease self/dependent [INR 40000 in case of Non senior Citizen]	100,000.00	0.00
80TTA interest on savings bank account & others	NA	0.00
Total		0.00

Tax on all one time components is deducted on the actual payout at the highest tax slab rate applicable for your taxable income. Applicable Slab rate is determined as per Last month's taxable Income +

Name : Yarramsetti Roopa Devi  
 Designation : Operations Executive - Trainee

Employee No	1126720	PF No	PY/BOM/10088/481986
Location	STP1, Mysore	UAN	
Personal Level	2	Bank A/C No	044001507578

Total Payable Work days	India	Overseas	LOP	Secondment
	24.00	24.00	0.00	0.00

(Amount in ₹)

Earnings		Deductions			
Particulars	Current Period	Year to Date	Particulars	Current Period	Year to Date
Basic Salary	10,515.00	10,515.00	PF Contribution	1,262.00	1,262.00
Personal Allowance Extra	357.00	357.00	Infosys Welfare Trust	450.00	450.00
BonusExgratia-AdvancePmt	1,997.00	1,997.00	ESI Deductions	97.00	97.00
Annual Bonus/ Ex-gratia	105.00	105.00			
<b>Total</b>	<b>12,974.00</b>	<b>12,974.00</b>	<b>Total</b>	<b>1,809.00</b>	<b>1,809.00</b>
			<b>Net Pay for the month</b>	<b>11,165.00</b>	<b>11,165.00</b>

October 22, 2021

HRD/1001983993/21-22

Ms. Garaga Leela  
2-101  
Near Ramalayam Venkatramapuram  
Palakol-534320  
India

Ph: +91-8897388929

Dear Garaga,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **11-Nov-2021**.

**Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

October 22, 2021

HRD/2T/1001983993/21-22

Ms. Garaga Leela  
2-101  
Near Ramalayam Venkatramapuram  
Palakol-534320  
India

Ph: +91-8897388929

Dear Garaga,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.10.22 14:53:02 IST  
Reason: Digitally Signed  
Location: Bangalore

Leela Mounika 14@gmail.com  
Ph. 8897388929  
2021-23 Batch.

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

### **Agreement**

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

### **Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.10.22 14:59:02 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
(Compensation)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Ms. Garaga Leela	
ROLE	Operations Executive	
ROLE DESIGNATION	Operations Executive - Trainee	
<b>1. MONTHLY COMPONENTS</b>		
BASIC SALARY		13,500
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)		2,500
<b>MONTHLY GROSS SALARY</b>		16,000
<b>2. ANNUAL COMPONENT</b>		
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)		12,500
<b>3. RETIRAL BENEFITS</b>		
PROVIDENT FUND - 12% of Basic Salary		1,620
GRATUITY - 4.81% of Basic Salary*		648
<b>FIXED GROSS SALARY (1+2+3)</b>		18,500
<b>TOTAL GROSS SALARY</b>		18,500

**OTHER BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



rajesh ch  
+91 \*\*\*\*\*5745



rajesh ch,

Banking name: CHERUKURI RAJESH BABU

+91 \*\*\*\*\*5745

Joined November 2017

Dec 2, 2023 5:21 PM

Payment to you

salary

₹10,000

✔ Paid • Dec 2, 2023 >

Dec 30, 2023 11:17 AM

Payment to you

salary

₹5,000

✔ Paid • Dec 30, 2023 >

Feb 3 10:08 AM

Payment to you

10,000x26/31

₹8,387

✔ Paid • Feb 3 >

Feb 4 7:50 AM

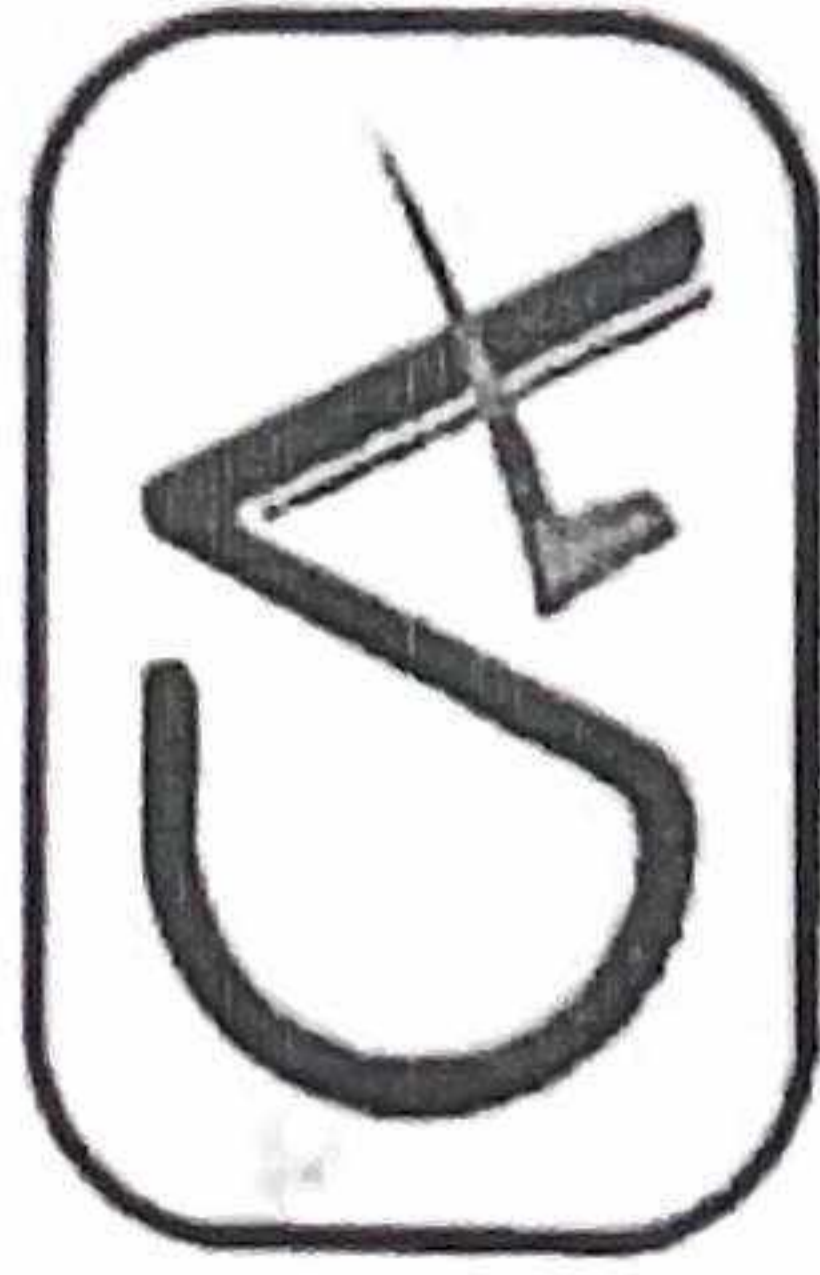
Payment to you

Salary Cutting amount -

Health reasons

₹1,613

✔ Paid • Feb 4 >



*Rajesh Babu Cherukuri*

B.Com., F.C.A.,  
Chartered Accountant

**CHEERUKURI & CO.<sup>®</sup>**  
**CHARTERED ACCOUNTANTS**

D.No. : 20-3-1, 1st Floor,  
Near Sairam Paints,  
Opp. Boys High School,  
TANUKU - 534 211. W.G.Dist., A.P.



Off : 08819 - 297123

Cell : 9550 435 745

9581 188 188

e-mail : mycarajesh@gmail.com



भारत सरकार, रेल मंत्रालय  
GOVERNMENT OF INDIA, MINISTRY OF RAILWAYS



रेलवे भर्ती सेल - सिकंदराबाद  
**RAILWAY RECRUITMENT CELL - SECUNDERABAD**  
वसिष्ठ लल्लगुडा, सिकंदराबाद, South Lallaguda, Secunderabad 500 017.

No.RRC/SC/007/1-155/CEN 01-2022

Date: 03.08.2023

The Principal Chief Personnel Officer,  
South Central Railway  
Secunderabad.



**RECRUITMENT PANEL**  
**FOR CATEGORY NO.02(SCR) OF CEN NO:01/2022**

It was final declared in favour of 05 (Five) Candidates on 01.08.2023 and this Recruitment panel is submitted herewith.

Employment Notice Number	CEN 01/2022									
Category No.	02 (SCR)									
Name of the Post	Assistant Loco Pilot									
Scale of Pay	Level 02 of 7 <sup>th</sup> CPC Pay Matrix with initial pay of 19500/-									
Railway	South Central Railway									
Division	Secunderabad, Vijayawada									
Dates of Verification of Certificates	24.08.2023									
Number of Vacancies	UR	SC	ST	OBC	Total	ExSM	PwBD			
							VI	HI	LD	MD
	1327	398	200	721	2646	265	-	-	-	-
Total number of candidates empanelled and supplied earlier	1327	398	200	721	2646	07	-	-	-	-
Number of Non-Materialized papers returned from PCPO/SCR	30	1	0	3	34	-	-	-	-	-
Total number of candidates empanelled and supplied earlier (03-06-2022)	05	04	00	20	31	-	-	-	-	-
Total number of candidates empanelled and supplied now	00	00	00	05	05	-	-	-	-	-

Phone:27821889, 27789596, Fax : 040-27831738, South Central Railway



**Acknowledgement of Dossier**

Checked and Handed over by me	Checked, Verified and Received by me
Signature	Signature
Name	Name
Designation	Designation
Date	Date

Countersigned by

*[Signature]*  
Dy. Secretary  
Railway Recruitment Cell  
Secunderabad  
Deputy Secretary  
For Chairman RRC/SC

(Annexure)

Enclosure to Letter No.RRC/SC/507/L-155/CEN 01/2018 dated : 03.08.2023

Recruitment Panel for the post of Assistant Loco Pilot Cat No.2 (SCR)

Sl. No.	Candidate Name	DIV Sl.No.	DOB	Comm	Fit in Medical Standard	Considered As
1	NELAPUDI KUMAR	MADHU 4387	31.07.2003	SC-NEL	Pending	SC-NEL

*[Signature]*  
Dy. Secretary  
Railway Recruitment Cell  
Secunderabad  
Deputy Secretary  
For Chairman RRC/SC

भारतीय डाक



India Post


Department of Posts  
Ministry of Communications  
Government of India

Online  
Gramin Dak  
Sevak  
Engagement



Candidate Application Form

Personal Details

Registration Number	HR2C51987B8F4D		
Name	GUNAPATI SANTOSH KUMAR	Father/Mother Name	GUNAPATI SRINIVASA RAO
Mobile	*****685	Aadhar Number	*****6962
email ID	GSANTOSHKUMAR082*****	Date of Birth :	25/03/2005
Gender :	Male	Category:	SC
PH :	-	Can You ride a bicycle	Yes
Whether Employed :	No	Whether Employer NOC is available	No

Address Details

Present Address		Permanent Address	
Door No. Street	2-70 CHERUVUPETA	Door No. Street	2-70 CHERUVUPETA
City/Village	MULAPARRU	City/Village	MULAPARRU
Panchayat/Mandal/Dist	PENUGONDA MANDAL WEST GODAVARI	Panchayat/Mandal/Dist	PENUGONDA MANDAL WEST GODAVARI
Pincode	534123	Pincode	534123

Marks/Grades/Points

State & Year of Passing	Andhra Pradesh - 2020	Board	BOARD OF SECONDARY EDUCATION
10 <sup>th</sup> class			

G. Santosh Kumar  
G. Santosh Kumar

डाक विभागः: भारत सरकार Department of Posts::Govt of India  
वरिष्ठ अधीक्षक डाकघर कार्यालय, भीमावरमविभागO/o Sr.Supdt of Postoffices,Bhimavaram Dn  
भीमावरम Bhimavaram-534201

\* \* \*

**By Hand**

To  
Sri Gunapati Santhosh Kumar,  
D.No.2-70,  
Cheruvupeta,  
Mulaparru,  
Penugonda 534123.  
Ph No.9059969685

B-II/GDS Schedule II/ABPM/Dlgs dated at Bhimavaram-1 the 05.10.2023

Sub: Verification of Certificates of GDS online schedule-I selected  
as ABPM, Munamarru BO a/w Vadali SO in Bhimavaram  
Division - Reg.

The receipt of the following original certificates is hereby  
acknowledged. The same will be returned only after verification of their  
genuineness with the concerned boards of the issuing Authorities.

1. Secondary School Certificate bearing No.TU141364 issued by the  
Board of Secondary Education, AP.
2. Computer certificate bearing No. 002191 issued by Hansa  
Computers, Penugonda.
3. Caste certificate bearing No.CGC220823096787 issued by  
Tahsildar, Penugonda.

वरिष्ठ अधीक्षकडाकघर/Senior Superintendent of Post Offices,  
भीमावरमविभाग /Bhimavaram Division,  
भीमावरम /Bhimavaram-534201.

INDIAPOST GDS ONLINE ENGAGEMENT - 2023 Schedule II

Document Verification letter dated: 21/09/2023

Dear

GUNAPATI SANTOSH KUMAR

With reference to your Registration number HR2C51987B8F4D applied for the Division Bhimavaram Division, you have been called for the Document Verification to the Undersigned to submit the following documents for verification/upload.

Serial No.	Document	Document Verification	Document Verification Status	Remarks/Observations
1	Community Certificate	Tallied	Accepted	
2	Medical Certificate	Tallied	Accepted	-
3	SSC Certificate	Tallied	Accepted	-

Basing on the Document verification, the candidature is Accepted.

With regards,

  
Senior Superintendent of Post Offices, Bhimavaram Division

SENIOR SUPDT OF POST OFFICES  
BHIMAVARAM DIVISION-534 201

Date:

Place:

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 09/18/2023**

**Thanuja Reddy Karri**

**C12271990**

**h n 20-40,vanthena vaeedhi, penugonda**

**9701598767**

Dear **Thanuja Reddy Karri**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Remote working conditions -Declaration
- Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

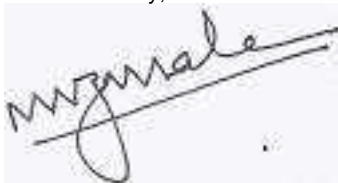
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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**Thanuja Reddy Karri**

**ANNEXURE I**

**COMPENSATION & BENEFITS**

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,00,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	25,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	3,25,500/-
<b>(C)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C)</b>	INR 344200/-

<b>(D)##Additional Discretionary Reimbursements</b>	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

**(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

**(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

<b>Insurance policy</b>	<b>Coverage for</b>	<b>Coverage amount</b>	<b>Premium paid by</b>
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

##(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.

- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

**REMOTE WORKING CONDITIONS - DECLARATION**

**NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**.

**ANNEXURE V - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
**Thanuja Reddy Karri**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20245148019/Hyderabad/BPS/BTN**  
**Date: 18/02/2024**

Mr. Durga Prasad Dhanmudi  
501 Swagruha Apartments Sap Street Mitrivanam ,Ameerpet Hyderabad Telangana.  
Sap Street  
Ameerpet  
Hyderabad-500038  
Telangana  
Tel# 91-9398216627

Dear Mr. Durga Prasad Dhanmudi,

**Sub: Letter of Offer and Terms of Traineeship**

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,410/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

**TCSL** brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

### **2. Professional Memberships:**

You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

### **3. Social Security - Employees' State Insurance:**

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

### **4. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

### **5. Night Shift Stipend:**

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

### **6. Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

## **TERMS OF TRAINEESHIP**

### **1. Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.



It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

## 2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

## 3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

## 4. Leave:

You will be entitled for leaves as per the company's policy.

## 5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

## 6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

## 7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

## 8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home



(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

**9. TATA Code of Conduct:**

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL .

**10. Notice Period:**

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

**11. Medical Test:**

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

**12. Background Check:**

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

**13. Submission of Documents:**

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.



Your original documents will be returned to you after verification.

#### 14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### 15. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

#### 16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

#### 17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

#### 18. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

#### 19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

**Girish V. Nandimath**  
Global Head, Talent Acquisition & Academic Interface



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance  
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



## ANNEXURE 1

### For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20245148019/Hyderabad/BPS/BTN** on \_\_\_\_\_ (MMM/DD/YYYY).  
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



## Annexure 2

### Confidentiality, Data and Intellectual Property Protection Terms

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

#### 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

#### 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

#### **6. Security policies and Guidelines.**

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

## 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

#### **10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### **11. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

**Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.**

This is to confirm that I have received the Letter of Offer on \_\_\_\_\_ .

I hereby accept this Offer and intend to join service on\_\_\_\_\_.

Name:

Address:

Signature:

Date:

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 02/01/2024**

**Supriya Karri**

**C12598281**

**D.no : 19-83,Sivalayam streetPenugonda - 534320**

**8919896200**

Dear **Supriya Karri**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case may be") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Remote working conditions -Declaration
- Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (sevendays) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (sevendays) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

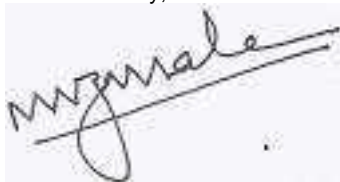
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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**Supriya Karri**

**ANNEXURE I**

**COMPENSATION & BENEFITS**

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 460700/-</b>

<b>(E)##Additional Discretionary Reimbursements</b>	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

**(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

**(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**(C) Joining Bonus:**

You would receive a discretionary joining bonus of INR **25000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions

as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

<b>Insurance policy</b>	<b>Coverage for</b>	<b>Coverage amount</b>	<b>Premium paid by</b>
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

**2. Personal Accident coverage for self, up to three times your annual fixed compensation.**

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

**3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.**

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action

against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

**REMOTE WORKING CONDITIONS - DECLARATION**

**NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**.

**ANNEXURE V - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
**Supriya Karri**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright

material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 02/01/2024**

**Supriya Karri**

**C12598281**

**D.no : 19-83,Sivalayam streetPenugonda - 534320**

**8919896200**

Dear **Supriya Karri**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case may be") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Remote working conditions -Declaration
- Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (sevendays) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (sevendays) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

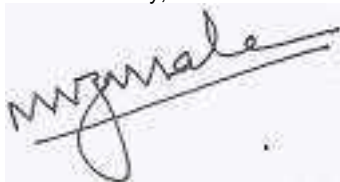
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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**Supriya Karri**

**ANNEXURE I**

**COMPENSATION & BENEFITS**

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 460700/-</b>

<b>(E)##Additional Discretionary Reimbursements</b>	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

### **(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

### **(C) Joining Bonus:**

You would receive a discretionary joining bonus of INR **25000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:

Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you.

### **Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions

as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

<b>Insurance policy</b>	<b>Coverage for</b>	<b>Coverage amount</b>	<b>Premium paid by</b>
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

**2. Personal Accident coverage for self, up to three times your annual fixed compensation.**

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

**3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.**

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action

against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

**REMOTE WORKING CONDITIONS - DECLARATION**

**NOTE:**

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

***While working remotely:***

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**.

**ANNEXURE V - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
**Supriya Karri**

Date:

Disclaimer

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material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

## CSR Campus Drive - 2023

Dear **VELAGALA LAVANYA**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name: VELAGALA LAVANYA

College Name: S.V.K.P. & Dr. K.S.Raju Arts & Science College(A)

Branch: MCA

USN/ Reg Number:2151065

Date:13/09/2022

*V. Lavanya*  
Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**



**PENTAGON SPACE™**  
Mattering The Future

## CSR Campus Drive - 2023

Dear **Santhi Gonnabattula**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on **JAVA FULL STACK COURSE**. The Date of Batch commencement would be officially sent to your registered mail id.

**Adding to the benefits, you get**

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name: **GONNABATTULA SANTHI KUMARI**

College Name: **SVKP & Dr KS Raju Arts & Science College(A)**

Branch: **MCA**

USN/Reg Number: **2151016**

Date: **13-09-2022**

*Santhi Kumari*

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear **Rupesh,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

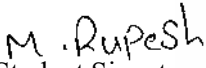
Name: MIRIYALA RUPESH

College Name: S.V.K.P & Dr.K.S.Raju Arts and Science College

Branch: B.Sc (Computer Science)

USN/ Reg Number: 2035030

Date: 12/09/2022

  
Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear **Karri Sree Satya Sai Sree Lakshmi**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name: Karri Leela Satya Sai Sri Lakshmi

College Name: S.V.K.P & Dr.K.S.Raju Arts and Science College

Branch: B.Sc (Computer Science)

USN/ Reg Number: 2035016

Date: 12/09/2022

**K. L. S. S. Sri lakshmi**  
Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear **Chembolu Sri Valli Dhana Lakshmi**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name: Chembolu Sri Valli Dhana Lakshmi

College Name: S.V.K.P. & Dr. K.S.Raju Arts & Science College(A)

Branch: MCA

USN/ Reg Number: 2151010

Date: 13/09/2022

*Ch. Sivalli Dhana Lakshmi*  
Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

MEDICAL TOKEN SLIP

(FOR VISAKHAPATNAM AUGUST 2022 HOSTED BY VISAKHAPATNAM ISSUED ON 27-August-2022 9:20 AM)

RMDS No 3370

Candidate Name PADALA BHAVANI RAO

S/O PADALA NAGESWARA RAO

Reporting Date & Time of Medical Examination 28 August 2022 06:00 hr

Reporting Place VISAKHAPATNAM



NOTE : - This Token Slip is required for conduct of the medicals, else you will not be examined.  
In case you do not report on the date and time allotted for medical examination, you will not be given another chance.

(Signature of P. Ravani Rao)

Officer/Colonel

F 2314 1211

Director Recruiting

Q 2314 1211

AND Secunderabad

P. Ravani Rao

(Sign of the Candidate)

DOCUMENTS SUBMITTED

DATE OF REPORTING WITH ALL DOCUMENTS AT AND TO THE CHIEF QUARTERS OFFICERS.

DOCUMENTS SUBMITTED

APPLICANT

REGIMENTAL HEADQUARTERS, 100TH BATTALION, 100TH BATTALION

NAME: [Redacted] 100TH BATTALION, 100TH BATTALION  
 1. ADDRESS: [Redacted] NO. [Redacted]  
 2. DATE OF BIRTH: [Redacted] [Redacted]  
 3. DATE OF ISSUE: [Redacted] [Redacted] [Redacted]  
 4. TYPE: [Redacted] [Redacted] [Redacted]



*[Signature]*  
 Colonel  
 Director Recruiting  
 APO Visakhapatnam  
 Director Recruiting