

**Geethanjali college of engineering and technology**

**Department of management studies**

**Placement**

Assessment Points =  $30 \times$  average placement; N is the total no. of students admitted in first year

Item	CAYm1 (2022-23)	CAYm2 (2021-22)	CAYm3 (2020-21)
Total Number of students admitted in first Year of the program (N)	44	57	59
No. of students placed in companies or Government Sector (x)	33	37	31
No. of students pursuing Ph.D. / Higher Studies (y)	-	2	1
No. of students turned entrepreneur (In the areas related to management discipline) (z)	1	-	1
$x + y + (1.2 * z) =$	<b>34.2</b>	<b>39</b>	<b>33.2</b>
Placement Index: $x + y + (1.2 * z) / N$	<b>P1 = 0.77</b>	<b>P2 = 0.68</b>	<b>P3 = 0.56</b>
Average placement = $(P1 + P2 + P3) / 3$	<b><math>(0.77 + 0.68 + 0.56) / 3 = 0.67</math></b>		
<b>Assessment Points = <math>30 \times</math> average placement</b>	<b><math>= 0.67 * 30 = 20.1</math></b>		

### Academic Year 2022-2023

S. No	Name of the student placed	Enrollment No.	Name of the Employer	Appointment letter Reference no. with date	Package(LPA)
1	Adla Tinku Shambhavi	21R11E0001	Rohini Minerals Pvt Ltd	18-Jan-24	2.5
2	Bandari Harish Reddy	21R11E0003	Rohini Minerals Pvt Ltd	18-Jan-24	2.75
3	B.V.Naga Shivasai	21R11E0004	SBI	11-Sep-23	3
4	Bayya Anusha	21R11E0005	Rohini Minerals Pvt Ltd	18-Jan-24	2.75
5	Challa Praveen Kumar	21R11E0007	Rohini Minerals Pvt Ltd	18-Jan-24	2.75
6	Challa Pavan Kumar	21R11E0008	Eclatprime	01-Nov-22	1.8
7	Chintala Karunakar	21R11E0009	Rohini Minerals Pvt Ltd	18-Jan-24	2
8	Daramoni Salvadri Sree Chandana	21R11E0010	Senecaglobal	28-Dec-22	2.4
9	Dingi Sreenivas	21R11E0012	Kamai Elivators	27-Nov-22	3.6
10	Gandla Niharika	21R11E0014	Sri Rajeshwari Hatcheries Pvt Ltd	18-Jan-24	2
11	Gilaka Bharani	21R11E0015	Sri Rajeshwari Hatcheries Pvt Ltd	18-Jan-24	2.75
12	Jaganeela Akhila	21R11E0017	Wood Sense	06-Nov-23	1.8
13	Jupally Thukaram	21R11E0018	Wells Fargo	08-Nov-23	2.71
14	Kalapatapu Uday Bhaskar	21R11E0019	Sri Rajeshwari Hatcheries Pvt Ltd	18-Jan-24	2.75
15	Karupothula Sruthi	21R11E0020	Rohini Minerals Pvt Ltd	18-Jan-24	2.75
16	Korampally Srikant Reddy	21R11E0022	Rohini Minerals Pvt Ltd	18-Jan-24	2.5
17	Kummarikuntla Srilekha	21R11E0025	Wood Sense	04-Nov-23	2
18	Kuna Sai Pavan	21R11E0026	Kamai Elivators	27-Nov-23	3
19	M. Lasya	21R11E0027	Rohini Minerals Pvt Ltd	18-Jan-24	1.8
20	Molugu Rakshitha	21R11E0028	Rohini Minerals Pvt Ltd	18-Jan-24	3.6
21	Nagulapalli Nagesh	21R11E0030	ICICI bank	15-Sep-23 (1384564248)	2
22	Narige Shravya Yadav	21R11E0031	Real Page India Pvt Ltd	30-Aug-23	2
23	Narla Bhanu Prasad	21R11E0032	Sri Rajeshwari Hatcheries Pvt Ltd	18-Jan-24	3.47
24	Neelam Neeraja	21R11E0033	Sri Rajeshwari Hatcheries Pvt Ltd	18-Jan-24	1.8
25	Nukalagudem Pooja	21R11E0035	ICICI bank	07-Aug-23 (1384535481)	2

26	Pamula Bharath Kumar	21R11E0036	I-Process services(India) Pvt Ltd	21-Dec-23	2
27	Pochampally Vinita	21R11E0037	ICICI bank	17-Aug-23 (1384546318)	3.71
28	Priyanka Banothu	21R11E0038	Rohini Minerals Pvt Ltd	18-Jan-24	3.71
29	Ragam Manasa	21R11E0040	Foundever	01-Jan-24	2.5
30	Syed Mujahed Mirza Jaffery	21R11E0043	Accenture	12-Dec-23	3
31	Vidhya Rallapalli	21R11E0044	ICICI bank	29-Sep-23 (1384553321)	3.71
32	Yogitha Sri Kari	21R11E0045	Rohini Minerals Pvt Ltd	18-Jan-24	2
33	Mutyala Sai Kiran	21R11E0047	HR Square	17-Nov-23	2.28

## **OFFER LETTER**

January 18, 2024

To,  
Ms. Adla Tinkushambhavi  
atinkusha@gmail.com  
7993845475

Ms. Adla Tinkushambhavi,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the Management Trainee - Finance position on the following terms and conditions.

- 1 We are pleased to offer you the position of Management Trainee - Finance and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. 2,50,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at Head Office, Madhapur, Hyderabad and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

S.R. Hatcheries

For ROHINI MINERALS PVT LTD



Manager - HR





## OFFER LETTER

January 18, 2024

To,  
Mr. Bandari Harish Reddy  
bandariharishreddy123@gmail.com  
6305819907


Mr. Bandari Harish Reddy,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the Management Trainee - Finance position on the following terms and conditions.

- 1 We are pleased to offer you the position of **Management Trainee - Finance** and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of **Rs. 2,75,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at Head Office, Madhapur, Hyderabad and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For ROHINI MINERALS PVT LTD

  
Manager - HR



S.R. Hatcheries



S.R. Hatcheries

21R11E005

**Rohini Minerals Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081, (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCR0773N  
CIN - U15209TG1999PTC032819

## **OFFER LETTER**

**January 18, 2024**

To,  
Ms. B Anusha  
bayyaanusha1809@gmail.com  
6309271986

**Ms. B Anusha,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the Assistant Manager - Accounts position on the following terms and conditions.

- 1 We are pleased to offer you the position of **Assistant Manager - Accounts** and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of **Rs. 2,75,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at Head Office, Madhapur, Hyderabad and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**S.R. Hatcheries**

For ROHINI MINERALS PVT LTD

Manager - HR





S.R. Hatcheries

21211E007  
**Rohini Minerals Pvt. Ltd.**  
Plot No.59, Galoor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081. (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCR0773N  
CIN - U15209TG1999PTC032819

## OFFER LETTER

January 18, 2024

To,  
Mr. C H Praveen Kumar  
hallapraveen41@gmail.com  
9718035341

Mr. C H Praveen Kumar,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the Financial Analyst position on the following terms and conditions.

- 1 We are pleased to offer you the position of **Financial Analyst** and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,75,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For ROHINI MINERALS PVT LTD

Manager - HR



S.R. Hatcheries



21R11E0008

Offer Letter  
Eclatprime Digital Pvt Ltd  
Private & Confidential



Dated: Nov 1, 2022  
Offer ID: EPI-2205009

**Challa Pavan Kumar**  
24-199/1  
Adarsh Nagar, Venkatapuram  
Lothkunta, Tirumlgerry,  
Tirumalagiri, Hyderabad  
Telangana - 500015  
Mobile: 9848174440  
Dear Pavan,

We are pleased to offer you the position of an "Intern" with **Eclatprime Digital**, the details of the internship are as follows:

- You would be officially designated as an "Intern"
- Your Date of Joining will be on **01-Nov-2022**
- Your internship duration is for 06 months from start date and place of work will be at Hyderabad, India
- You will agree to spend minimum 9 hours on our assigned project work, every day
- Your stipend will be **Rs 15,000/-** inclusive of all incentives and other reimbursements as applicable to your designation level
- You will be paid on monthly basis, as per the approved time sheets by your supervisor

As a token of your acceptance of this Internship offer, please sign and return this letter in original to the undersigned.

Regards & Best Wishes  
Yours Sincerely,


Authorised Signatory  
For Eclatprime Digital Pvt Ltd

I have read, understood and agree to the aforesaid terms and conditions as set forth in this Employment Offer letter.

Your Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Place: \_\_\_\_\_





S.R. Hatcheries

21211E0009

**Rohini Minerals Pvt. Ltd.**

Plot No.59, Galoor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081. (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCR0773N  
CIN - U15209TG1999PTC032819

## **OFFER LETTER**

January 18, 2024

To,  
Mr. C Karunakar  
chintalakarunakar213@gmail.com  
6309931576

Mr. C Karunakar,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the HR Executive position on the following terms and conditions.

- 1 We are pleased to offer you the position of **HR Executive** and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of **Rs. 2,00,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**S.R. Hatcheries**

For ROHINI MINERALS PVT LTD

Manager - HR





December 28, 2022

Ref: SGI/APL/T0100

Ms. Daramoni Salvadri Sree Chandana  
Hyderabad, Telangana

Dear Daramoni Salvadri Sree Chandana,

Sub: Opportunity with SenecaGlobal for Project/Domain Internship

We are pleased to extend an opportunity to complete your project internship in our Company as per terms and conditions mentioned below:

1. PERIOD OF TRAINING:

Duration of 12 months starting from January 02, 2023 to January 01, 2024.

2. STIPEND

During the period of training you will be paid a **monthly stipend of Rs 20,000/-** (Rupees Twenty Thousand only).

3. PLACE OF TRAINING

Your place of Training will be at our office in Hyderabad located at 3rd Floor, South Wing, Galaxy, Plot Number 1, Survey Number 83/1 TSIC Raidurg, Hyderabad 500081, Telangana, India

Thanking you,

Yours faithfully

For **Seneca Global IT Services Private Limited**

SITARAMA

SARMA

MANTHRAVADI

(Sarma Manthravadi)

Senior Vice President – Operations

Name:

Digitally signed by SITARAMA  
SARMA MANTHRAVADI  
Date: 2022.12.28 13:44:59  
+05'30'

I accept the above terms and Conditions:

\_\_\_\_\_  
(Signature of the Intern)

Date:

To,  
Mr. Dingi Sreenivas  
H - No: 4 96/35, Eden gardens colony,  
Keesara, Cherial,  
Hyderabad, 501301.

**APPOINTMENT LETTER**

Dear Dingi Sreenivas,

We are pleased to appoint you for the position of **POST GRADUATE TRAINEE for NEW INSTALLATION SALES**

The DO will be informed to your placement Team after completion of your end Examinations. This letter conveys the detailed terms and Conditions of your employment.

**1. Reporting relationship:** You will be reporting to the HOD – NI Sales or any official as may be specifically authorized by him.

**2. Working Hours :** You will be working for Six days in a Week. In order to carry out your roles and responsibilities effectively, may be required to work additional hours as appropriate.

In the event of any emergency being reported, you are required to report immediately to the company at the earliest possible time conveyed to you.

**3. Leave** In the event of illness, you are required to notify your superior to the resumption of work along with supporting medical evidences; failing which the period of Non- Working days will be treated as Absenteeism.

**4. Remuneration :** Your total remuneration will be **Rs 3.60L/- Per Annum.** (After 20 months of Probation Period salary will be incremented up to **Rs. 6.40L PA**) The company will deduct taxes and other dues that may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any other sums as may be recoverable from you time to time. Also, Note that the remuneration information is strictly confidential. We request you to use discretion in handling your remuneration related information. As a Company Policy, We prohibit sharing this information with other employees or unauthorized personnel. Any Violation to this will be treated as serious matter by the company.

**5. Confidentiality :** As an Employee in full time of employment with the company, you will not, during or after the term of employment, in whole or in part, disclose any of the company's trade secrets and confidential proprietary information to any person, firm, corporations, association or other entity of any reason or purpose whatsoever. If the employee breaches his or her obligations with respect to the company's confidential or proprietary information, the company will be entitled to any injunction restraining the employee from such breach and to any other remedies for such breach.

#### 6. Probation Period and confirmation:

Your appointment, in the first instance, will be on Probation for a period of One year from the date of joining. This period may be extended at the discretion of the Management depending upon your work and conduct. You will be deemed a confirmed employee of the company, if probation extension in working is passed expressively.

#### 7. Termination of Employment :

a) If your work and conduct during probation is not satisfactory, your service will be liable to termination without notice.

b) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

c) Should you decide to resign from your services, during probation or subsequently after confirmation, you may do so by serving One month's notice or payment in lieu thereof.

d) The Management reserves the right to accept your resignation with effect from such date as it may deem fit even before the expiry of the period notice given. In that event the Company may relieve you from duties without payment of any dues or compensation for the unexpired period of notice after paying your dues up to the date of your relieving.

8. Transfer : During your Employment with the company you may be transferred to any unit of the company whether at present existing which may be set up in future at any time and at any place in India. On such posting you will be governed by the terms and conditions of service applicable at the location of transfer or those applicable to employees of such subsidiaries or affiliates as the case may be.

#### 9. Duties & Responsibilities :

a) You will be required to work in any department / section of the company in which you may be placed

b) You have to pay your time to the work of the company and will not undertake any direct / indirect work or business honorary or remunerative nor will you seek membership of any local or public bodies without first obtaining specific written permission from the management

c) You will treat all information received by you during the course of your service with us and therefore relating to the products, system and processes whether received from company's foreign collaborators or others as confidential you will not divulge such confidential information to anyone in any manner whatsoever howsoever which may be damaging to the company and / or foreign collaborators except for house use of such information during and to the performance of your duty or with written permission of the company.

#### 10. Other Rules and Regulations:

In all other matters not specifically provided for here in, such as incentive pay out, cell phone, entitlement travel on company's business, bonus, gratuity etc., you will be subject to rules and regulations of the company as may be in force from time to time at your place of work.

#### 11. Misconduct :



In case of any misconduct / fraud during your service period with us, you will be liable to be suspended without pay for such period as the management may deem fit. If the charges are proved against you, your service will be liable to dismissal forthwith, notwithstanding any other clause of this contract of employment.

### 12. Change in personal data:

You will keep us informed of any change in residential address, your family status or any other personal particulars relevant to your employment.

### 13. General Provisions :

a) As an employee in the full time employment of the company, you have to pay time, attention and effort to the furtherance of the business of the company and to continually develop your professional skills in the interest of the company and yourself. During the course of employment, you shall not engage directly/ indirect to any other Employment / Business/ Political/ Religion activities.

b) During the course of your employment if you at any time render yourself incompetent to perform your duties or if you misconduct yourself or be disobedient, intemperate, irregular in attendance, commit any breach of the terms of principles of the company or any company policy, the company shall without prejudice to any of its rights under the terms herein contained or as may be available to it, be entitled to carry out disciplinary proceedings against you and also be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other dues, if any, then payable to you, the amount of any damages the company may have sustained.

c) Your appointment under this offer is subject to your understanding and agreeing to the policies and rules of the company as laid out in the Employee Handbook. However, the company reserves the right to change its policies and rules laid out in Employee handbook at any point of time.

d) You shall be bound by the company's rules and regulations for the time being in force and as varied from time to time.

e) However, in case of conflict between the Employee Handbook and this Contract of Employment, the Contract of Employment shall take priority over the Employee Handbook.

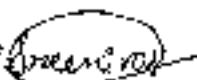
The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the company. You are expected to maintain such information appropriately. You are requested to please signify your acceptance of this offer by signing and returning to us the duplicate copy of this letter. We believe you have a successful career ahead of you and look forward to your joining us

For: Kamai Elevators Pvt Ltd.

  
Head - Human Resource

Acceptance: I, Mr. Dingi Sreenivas have read the above mentioned terms and conditions of the employment and hereby agree to be bound to such terms and conditions

Employee's Signature



Place: Hyderabad

Date: 27/11/22



21 R11E0014

**SRI RAJESHWARA HATCHERIES PVT. LTD.**  
Plot No.59, Gafoor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081. (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCS8095E  
CIN - U01222TG1996PTC024961

## **OFFER LETTER**

January 18, 2024

To,  
Ms. Niharika Gandla  
gniharika45@gmail.com  
9948743878

Ms. Niharika Gandla,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the Accounts Executive position on the following terms and conditions.

- 1 We are pleased to offer you the position of **Accounts Executive** and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,00,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at Head Office, Madhapur, Hyderabad and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

# S.R. Hatcheries

Yours faithfully,

For SRI RAJESHWARA HATCHERIES PVT LTD

  
Manager - HR





S.R. Hatcheries

21211E0015

**SRI RAJESHWARA HATCHERIES PVT. LTD.**  
Plot No.59, Gafoor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081. (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCS8095E  
CIN - U01222TG1996PTC024961

## OFFER LETTER

January 18, 2024

To,  
Mr. Bharani  
[bharanigilaka@gmail.com](mailto:bharanigilaka@gmail.com)  
8978947275

Mr. Bharani,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the Management Trainee - Finance position on the following terms and conditions.

- 1 We are pleased to offer you the position of **Management Trainee - Finance** and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,75,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

# S.R. Hatcheries

Yours faithfully,

For SRI RAJESHWARA HATCHERIES PVT LTD

  
Manager - HR



HR/2023/TS

06<sup>th</sup> November, 2023

To

Jaganeela Akhila

P.No.-160, Defence colony,  
Sainikpuri, Hyderabad- 500062

### Letter of Appointment

Dear Jaganeela Akhila,

We are delighted to extend our warmest congratulations and welcome you to **WOOD SENSE**, a leading name in the interiors industry. We are excited to have you join our team and look forward to your valuable contributions.

This letter serves as your formal appointment letter and outlines the terms and conditions of your employment with **WOOD SENSE**. Please read it carefully, and if you have any questions or concerns, do not hesitate to contact our HR department.

Position: HR Executive and Sales Executive

Location: Hyderabad

Reporting to: Suresh Babu

Commencement Date: 06-11-2023

#### **Compensation:**

Your compensation package will include a competitive salary of **15,000/- per Month**. Your salary will be paid on every month 5<sup>th</sup>, and you will be eligible for any applicable company bonuses or incentives as outlined in our company policies.

#### **Benefits:**

As a full-time employee, you will be entitled to a comprehensive benefits package, including but not limited to:

- Paid time off (holidays, Common leaves)
- Employee assistance program

#### **Probationary Period:**

You will be subject to a probationary period of 3 months during which your performance and suitability for the role will be evaluated.

#### **Termination:**

Employment with **WOOD SENSE** is at-will, which means that either you or the company may terminate the employment relationship at any time, for any reason, with or without notice. Any exceptions to this policy will be provided in writing.





**Confidentiality and Non-Compete Agreement:**

As a condition of your employment, you will be required to sign our Confidentiality and Non-Compete Agreement, which outlines the company's expectations regarding the protection of our confidential information and the restriction on competing with the company during and after your employment.

**Code of Conduct:**

You will be expected to adhere to the company's Code of Conduct, which outlines our ethical standards and expectations for professional behavior.

**Work Schedule:**

Your work schedule will be [Work Schedule Details], including from 9:30AM to 6:30PM as necessary.

Please sign and return a copy of this letter to indicate your acceptance of this offer. Your signed copy must be received by 06<sup>th</sup> November, 2023.

We are confident that you will be a valuable addition to our team and contribute to our ongoing success. If you have any questions or need further information, please do not hesitate to contact 9030014993 in our HR department.

Welcome to **WOOD SENSE**, and we look forward to a successful and fulfilling partnership!

Sincerely,

Suresh Babu  
Managing director,  
**WOOD SENSE**

I accept the offer of employment:

\_\_\_\_\_  
[Employee's Signature]

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

Wells Fargo International Solutions Private LTD  
Divyasree NSL SEZ, Raidurga Village  
HYDERABAD, TG, 500032

November 08, 2023

Mr Thukaram Jagally

No 1-34, Keesara village, Keesara mandal, MedchalMalkajgiri,  
Hyderabad

Dear Thukaram,

We are pleased to offer you a position at Wells Fargo International Solutions Private LTD ("Wells Fargo" or "Company"), and your employment shall be effective from the Date of Joining as mentioned below, on the following terms and conditions:

- **Designation:** You will be designated as Associate Fund & Claims Operations Representative. Wells Fargo reserves the right to amend your position title as may be required from time to time. Notwithstanding anything herein, this offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. On your first day of employment December 11, 2023(DOJ) you will need to report to Wells Fargo International Solutions Private LTD, Divyasree NSL SEZ, Raidurga Village, HYDERABAD, TG, 500032. Your start time will be provided prior to your start date.
- **Compensation:** Your total annual fixed compensation (inclusive of contributions to be made towards various social security schemes such as Wells Fargo's contribution to Provident Fund), would be ₹271,000.00. Please note that tax will be deducted at source from your gross compensation above in compliance with prevailing tax regulations. The detailed break-up of the compensation offered to you is outlined in Annexure 'A' to this letter.
- **Place of Work:** You will be initially based at the Wells Fargo office in HYDERABAD. However, Wells Fargo reserves the right to transfer you from one office to another, at its discretion during the term of your service. You may be required to work from different offices and in different shifts from time to time. Wells Fargo further reserves the right to change your shift timings, job title, designation, corporate title, reporting lines and reporting manager, in line with applicable laws, during the term of your service.
- **Duties:** You will perform all acts, duties and obligations and comply with such instructions as may be specified by Wells Fargo and which are reasonably consistent with your job title and profile. Wells Fargo may require you to undertake the duties of another position, either in addition to or instead of the above duties, it being understood that you will not be required to perform duties, which are not reasonably within your capabilities. Wells Fargo may also require you (as part of your duties of employment) to perform duties or services not only for Wells Fargo but also for any Group Company where such duties or services are of a similar status to or consistent with your position with Wells Fargo. For the purposes of this agreement, "Group Company" means any subsidiary or holding company of the Company, any subsidiary of such holding company, and any company in which the Company or any such holding company holds or controls directly or indirectly not less than 20% of the issued share capital.
- **Confidentiality:** As an employee of Wells Fargo, you will have access to Wells Fargo's Confidential Information. The Confidential Information remains the sole property of Wells Fargo or any Group Company. You must not, either during (except in the proper course of your duties) or after the termination of your employment, without the prior written consent of the Company, directly or indirectly, divulge, use or otherwise disclose to any person whatsoever, the Confidential Information, either for your own or for another's benefit. You must use your best endeavors to protect the Confidential Information and prevent unauthorized disclosure or misuse of the Confidential Information. You must immediately notify the Company should you suspect unauthorized disclosure or misuse of the Confidential Information and, where required, assist the Company in any proceedings taken by the Company for alleged unauthorized disclosure and/or misuse of the Confidential Information. You must enter into any other confidentiality agreement or provide confidentiality undertakings as required by the Company from time to time to protect its business interests and those of its customers and any Group Company. For the purpose of this clause, "Confidential Information" means any trade secrets or confidential information relating to or belonging to the Company or any Group Company, in any form or format, including but not limited to: (i) business strategy, plans and dealings; (ii) product lines, services, price and cost information, marketing plans; (iii) staff salaries and terms and conditions, personnel history; (iv) secrets, dealings, transactions, lists or affairs of any clients of the Company or any Group Company; (v) business accounts, finances, profit margins and financial records; (vi) business forms and operating

procedures, policies and practices; (vii) technical data and software; (viii) intellectual property and inventions; (ix) any information in respect of which the Company or any Group Company is bound by an obligation of confidence to a third party; and (x) any information classified as private, confidential or otherwise (or similar) under Wells Fargo's Information Classification Matrix (or any such document or policy from time to time in place); but does not include: (i) information that is within the public domain; (ii) information required to be disclosed by law; (iii) information which the Company has consented to being disclosed; and (iv) information required to be disclosed as a necessary part of the your duties. You are directed not to bring any confidential or proprietary material of any former employer. Also, you represent that you are not subject to any restrictions that prevent you from working for Wells Fargo.

• **Intellectual Property:** For the purpose of this section, "Work" means any invention, discovery, design, improvement, formula, process, technique, literary or artistic work, or any other item in which Intellectual Property Right is subsist or are capable of subsisting and is wholly or partly created, made or discovered, by you, either (i) in the course of your employment with the Company; or (ii) otherwise using the facilities, resources, time or any other opportunity provided by the Company. "Intellectual Property Rights" means all existing and future rights which are or seek of protection by copyright, patent, design, trademark or other registration or other means of intellect or available in India or elsewhere. The Work and all Intellectual Property Rights in the Work will belong wholly to the Company, and you agree to do all things necessary and execute any instrument required to give effect to this agreement. You shall communicate to the Company any Work created, made or discovered during your employment with the Company. You hereby consent to the use of all existing and future Works made by you in the course of your employment, and agree to waive any moral rights you may have in them, and consent to any act which amounts to a infringement of any such moral right, in favour of the Company. You also agree that this consent and waiver extends to any licenses and successors in title to the Company in respect of such works, as well as to any persons who are authorized by the Company or by its licensees and successors in title to do acts comprising the copyright of such works. You agree to execute any further document necessary to give effect of this. For the purpose of this clause, the commission, authorship includes the right to be identified as the author of the work, the right not to have any other person identified as the author of the work and the right not to have the work subjected to any derogatory treatment.

• **Non-Solicitation:** You acknowledge that during your employment with the Company, you (i) have or will become possessed of Confidential Information regarding the business of the Company and Group Companies, and their executive employees and officers, and/or (ii) have developed or will develop influence over employees and officers of the Company and Group Companies; and/or (iii) have developed or will develop commercially valuable relationships with the suppliers and stakeholders of the Company and Group Companies. You shall not during the Restricted Period (as defined below), directly or indirectly on your account or the behalf of or in association with any other Person, induce, solicit, induce or procure, or seek to induce, solicit, induce or procure any Protected Employee (as defined below) to leave the employment of the Company or Group Company. You also agree that you shall not during the Restricted Period, directly or indirectly on your account or on behalf of or in association with any other Person, directly or indirectly in relation to any contract or arrangement which the Company has with any supplier for the exclusive supply of your or services to the Company and/or to Group Company for the duration of such contract or arrangement, induce or attempt to induce any goods or services to the Company from any supplier and/or induce any supplier or goods or services to the Company to cease or decline supply such goods or services in the future. Your obligations under this clause will survive notwithstanding the termination of your employment with the Company. You agree that the post-employment restrictions set out above are reasonable and necessary for the protection of the business of the Company and the Group Companies. The restrictions in this section shall only apply with respect to Group Companies to which you have provided services, supervision or management within the last 12 months prior to the end of your employment with the Company. With respect to the Group Companies to which the restriction apply, the Company contracts as trustee and agent for the benefit of each such Group Company, and you will promptly execute any agreement to give effect to this arrangement as the Company's request.

For purposes of this section, the following definitions shall apply. "Person" includes any person, company, partnership, business entity or other organization. "Protected Employee" means an employee of the Company or Group Company: (i) with whom you had material contact or dealings with in the course of your performance of the duties of the position (12) months immediately preceding the final day of your employment with the Company; or (ii) who, as of your final day of employment, is in your line of business and has a corporate title of Vice President or above; or (iii) who, as of your final day of employment, belongs to the same team as you (i.e. both report to the same manager). "Restricted Period" means the period of 2 months from the final day of your employment. "Prohibited Act" means (i) the

• **Exclusivity of Service:** You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, oral or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing any of the duties of your employment, in accordance with the terms and conditions of this letter. You are required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Wells Fargo and/or the Group Companies at all times during the course of your employment with Wells Fargo. You must not carry on, during the term of your employment, without the prior express permission of Wells Fargo or any person authorized by Wells Fargo obtained in writing, any secondary assignments in any business, either alone or in partnership, nor be directly or indirectly employed or engaged with as proprietor, agent or otherwise in any business, trade or profession whatsoever.

• **Required Absence:** Certain provisions in the Company are covered by Required Absence Leave Sensitive Position Policy (RA Policy). You will be separately advised if the position is covered or will be covered by RA Policy. If your Position is covered by RA Policy, you will be required to be away from the role for a maximum period of two consecutive (2) weeks or ten (10) consecutive

working days per year on a qualifying period of absence, during which time you will not be permitted to perform sensitive task work associated with the Position, including, but not limited to, accessing Wells Fargo systems or devices, remotely or otherwise, in relation to such sensitive task work. Other mandatory time away requirements may apply even if the Position is not covered by RA Policy, as set out in the Handbook. Working with HR and your manager, you may use a combination of the following choices in assignments, only if such absences or assignments are applicable to your Position: (a) comply with the RA Policy;

- Sick Time Off (scheduled or unscheduled)
- Compensatory Time Off
- Leave of absence
- Other Paid Time Away
- Off-site training or professional conferences
- On-site training, temporary job re-assignments or temporary assignments specifically designated and approved by line-of-business management and the group risk officer
- Other time off, as appropriate

• **Separation with No Cause:** Either party may give notice of separation of employment at any time, subject to 2 months' notice in writing. Wells Fargo, at its sole discretion has a right to waive the notice period on payment of a sum of money equal to 2 months' salary in lieu thereof. Following any termination of the period of Employment, you shall fully cooperate with Wells Fargo in all matters relating to the winding up of pending work on behalf of Wells Fargo and the orderly transfer of work to other employees of Wells Fargo. You agree that all property, including, without limitation, all equipment, tangible proprietary information, documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created in any medium and furnished to, obtained by, or prepared by you in the course of or incidental to your Employment belongs to Wells Fargo and shall be returned promptly to Wells Fargo in good and intact condition on or before the final day of Employment, or earlier, if instructed by Wells Fargo.

• **Separation for Cause:** Wells Fargo reserves the right to terminate your employment without prior notice or payment in lieu of notice in the following circumstances: (a) if you are guilty of dishonesty or other gross misconduct, or gross incompetence or willful neglect of duty, or if you commit any other serious breach of any of the provisions of this letter; (b) if you neglect or fail (otherwise than by reason of accident or ill health), or refuse to carry out the lawful instructions of the Company, within the scope of your duties; (c) if you are guilty of a criminal offence; (d) if you commit any unlawful act of discrimination or harassment; (e) if you report to work under the influence of alcohol, narcotics or other harmful materials or substances; (f) if you breach the rules of any regulatory authority or any Company policies (such as the Code of Conduct); (g) if you engage in any and/or wrong or conduct of a criminal nature (including but not limited to assault, theft and fraud) or any other conduct which in the reasonable opinion of the Company may seriously impact on your ability to perform the duties or is likely to significantly damage the reputation or business of the Company; (h) if there are grounds to terminate summarily under the handbook policies applicable to the Company or under applicable law.

• **Code of Conduct:** Your appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of the Wells Fargo. Wells Fargo reserves the right to modify, replace or eliminate any of its policies, procedures and guidelines, at any time without notice.

• **Wells Fargo's Employee Handbook:** The provisions of the Wells Fargo International Solutions Private LTD employee handbook (as amended from time to time) shall govern your employment except so far as they are inconsistent with the terms of this letter. You will be provided access to Wells Fargo's employee handbook via the Wells Fargo intranet once you have joined Wells Fargo. Your appointment with Wells Fargo will also require you to be bound by all rules, regulations, policies and guidelines issued by Wells Fargo from time to time, in relation to personal and professional conduct and discipline. You are also required to sign the "Code of Ethics and Business Conduct". Your acceptance of these agreements and compliance to rules, regulations and policies shall also be deemed to be a part of employment terms at Wells Fargo.

• **Maternity Leave:** Women employees are eligible for maternity leave and benefits in accordance with the Maternity Benefit Act, 1961, read with the associated rules, at intervals from time to time ("Maternity Act"). Details of the maternity benefits available to eligible employees, are enlisted in the relevant policies of the Company and you are advised to access the relevant policies for detailed information. In case of any discrepancy, conflict or overlap between the benefits set out in the policies and the Maternity Act, such that the benefits under the policies are less favorable, the Maternity Act will prevail.

• **Miscellaneous:** As a new hire, you are required to submit to a comprehensive background screening to the extent permitted by applicable laws. In instances wherein background check is not completed by joining date, the Company may allow you to start your employment but it reserves its right to continue with the background check and take action, including employment termination, accordingly. Your start of employment prior to completion of your background checks shall not be considered as a waiver or an exception of completion of your background checks. Wells Fargo assumes that the information provided by you in all aspects related to your background check or otherwise is accurate and comprehensive. In the event, the information provided by you is found to be false or fraudulent, Wells Fargo shall have right including, but not limited to revoke this offer letter or terminate your employment with Wells Fargo, as the case may be. In case any provisions or part thereof in this letter is



held to be invalid or unenforceable by any court of competent jurisdiction, it will not affect the validity or enforceability of the remaining provisions or parts thereof. The information contained in this letter of appointment is "Personal & Confidential". This letter contains sensitive, personal and confidential information and its contents are not to be shared with or divulged to other Wells Fargo employees (excepting your supervisor(s)) or the Human Resources Department.

This offer is contingent on a successful background screening.

As per the Wells Fargo International Solutions Private LTD policy, you are required to keep all compensation related information confidential.

Please confirm on or before November 13, 2023 otherwise this offer letter will be considered null and void. By agreeing to this, you attest to the authenticity of all your submitted information. We look forward to receiving your acceptance of this offer.

For Wells Fargo International Solutions Private LTD,

Prabal Ray  
Senior Vice President - Human Resources  
Wells Fargo International Solutions Private Limited

#### Appendix 'A' Compensation and Benefits Summary

November 06, 2023

Employee Name: Mr. Prathapan Jayale  
Designation: Associate Fraud & Claims Operations Representative

Your total annual compensation package is as follows:  
Base: ₹180,000.00

Flexible Allowance: ₹60,712.00

Provident Fund: ₹21,600.00

Gratuity: ₹8,658.00

Total Monthly Gross: ₹22,583.33

Total Annual Fixed Compensation: ₹271,000.00

Total Variable Compensation (only for first year at eligibility): ₹15,500.00

Total Cost to Company: ₹286,500.00

Insurance Benefits and other benefits shall be provided to employees, as per the existing Company policy and may be amended from time to time. Any statutory benefits (including but not limited to maternity leaves where applicable) that may be provided under the applicable laws will also be available to eligible employees.

Notwithstanding anything herein, Wells Fargo may, at its sole discretion grant or reject discretionary benefit without giving any notice to employees. It is hereby declared that benefits provided to employees (except Total fixed Compensation) are not the consideration of the employment. Currently, Insurance Benefits are as under:

Wells Fargo & Company

4

\* Group Medical Insurance = INR 500,000 for all Employees (Coverage for Employee, Spouse, Children and Parents). Parental Medical Insurance limit would be INR 200,000. This is a sub-limit of the overall annual benefit limit and will cover either one or both parents.

\* Personal Accident Cover = 3 times total annual fixed compensation

\* Term life cover = 3 times total annual fixed compensation

\* Please note that the above mentioned sum towards the Total Variable Compensation ("TVC") is not an entitlement but a discretionary pay and therefore, only an incentive in nature, which will vary from year to year based on your performance and the performance of the Company and market conditions. This variation will also impact the Total Cost To Company and the figure will change accordingly.

\* The actual TVC payable is subject to change based several factors, and shall be decided by Wells Fargo at its discretion. In order to be eligible for TVC payment, you should be employed for more than 3 (three) months of the performance period. Employees that are no longer an actively paid employee or are serving notice period as on the TVC payout date will not be eligible for the TVC payout.

In the event you are eligible to receive any joining bonus, relocation expenses or out-of-pocket payments the same shall be communicated to you separately. You agree to repay the amount advanced to you as part of joining bonus/relocation expenses unless period, if applicable, within 12 months of the date of joining if (a) your employment is voluntarily terminated by you for any reason; or (b) your employment is involuntarily terminated by the Wells Fargo or Chase in accordance with the terms of this agreement or other applicable policies and procedures. You agree that the amount of relocation expenses to be returned (as mentioned above) may be by way of deduction from amounts Wells Fargo is to pay you, subject to applicable law. If no such deductions are made, or if the deduction made are insufficient to repay the entire amount, you shall be obliged to pay Wells Fargo all outstanding amounts. Wells Fargo shall be entitled to take all reasonable steps to recover any amounts that you fail to repay.

Annexure IV List of Documents to be submitted prior to joining Wells Fargo

1. Academic/professional certificate and mark sheets or the highest qualified degree / professional qualification.
2. Experience Certificate and Relieving Letter (or/for Acceptance of resignation letter) of last two employers.
3. Copy of passport (first and last page)
4. Two (2) passport size photographs.
5. A self attested copy of the PAN (Permanent Account Number) card.

By signing and submitting this offer letter, you accept and agree to all terms and conditions of this offer of employment.

Accepted and agreed to by

*J. Thakaram*

\_\_\_\_\_  
Signature for Candidate Thakaram Japaliy

11/08/2023 05:19:12

\_\_\_\_\_  
Date



21R11E0019

**SRI RAJESHWARA HATCHERIES PVT. LTD.**  
Plot No.59, Gafloor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081. (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCS8095E  
CIN - U01222TG1996PTC024961

## **OFFER LETTER**

January 18, 2024

To,  
Mr. K Uday Bhaskar  
kalapatapubhaskar1701@gmail.com  
7036171211

Mr. K Uday Bhaskar,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the Financial Analyst position on the following terms and conditions.

- 1 We are pleased to offer you the position of **Financial Analyst** and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,75,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

# S.R. Hatchereries

Yours faithfully,

For SRI RAJESHWARA HATCHERIES PVT LTD

  
Manager - HR







21R11E0020

## **Rohini Minerals Pvt. Ltd.**

Plot No.59, Gafloor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081. (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCR0773N  
CIN - U15209TG1999PTC032819

### **OFFER LETTER**

January 18, 2024

To,  
Ms. K Sruthi  
sruthikarupothula@gmail.com  
6302278398

Ms. K Sruthi,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Assistant Manager - Accounts** position on the following terms and conditions.

- 1 We are pleased to offer you the position of Assistant Manager - Accounts and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,50,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at Head Office, Madhapur, Hyderabad and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For ROHINI MINERALS PVT LTD

  
Manager - HR



S.R. Hatcheries



21R11E0022  
**Rohini Minerals Pvt. Ltd.**  
Plot No.59, Gafoor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081, (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCR0773N  
CIN - U15209TG1999PTC032819

## OFFER LETTER

January 18, 2024

To,  
Mr. Korampally Srikanth Reddy  
srikanthreddykorampally2901@gmail.com  
7680824873

Mr. Korampally Srikanth Reddy,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position** on the following terms and conditions.

- 1 We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,00,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at Head Office, Madhapur, Hyderabad and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For ROHINI MINERALS PVT LTD

Manager - HR



S.R. Hatcheries

21R11E0025

KUMMARIKUNTZA SRI LEKHA



WOOD SENSE  
WEAR YOUR FURNITURE

4<sup>th</sup> November 2023

To,  
Ms. K. Srilekha

**OFFER LETTER**

Dear K. Srilekha

With reference to our discussion, we are pleased to offer you the position of **HR Executive and Sales Executive** and invite you to join **WOOD SENSE**.

Your Compensation will be **INR 15,000/- (Fifteen Thousands) per month**, the detailed annual compensation break-up is mentioned in the 'Annexure 1'.

The allowances, benefits and other terms and conditions of your employment would be as per company Policies as applicable from time to time. Your compensation would be reviewed based on your performance in future as per Company Policy.

We welcome you on board the detailed appointment letter would be given to you at the time of joining. As discussed you are required to join on 6<sup>th</sup> November 2023, failing which your offer will be considered as cancelled, until & unless the DOJ is extended with the consent of management. You are requested to get the documents mentioned in the attached checklist (Annexure 2) at the time of joining.

Validity of this offer is subject to the appropriate reference checks & verifications, if found unsatisfactory this offer will be considered as null & void, the decision regarding the same would be totally at the discretion of the company.

You will be under a probation period of 3 months and notice period of 2 months during which your progress will be monitored, and your exit from the company during that period (should there arise a situation as such) will only be at the firm's will.

If there is a mistake in your background verification, the offer letter will be declined.

Please sign the duplicate copy of this letter as a token of your acceptance of the offer.

We look forward to your enduring relationship with the Company.

Warm Regards,  
Suresh Babu  
Managing Director,  
**WOOD SENSE**.

Authorized Signatory

#8-2-293/82/A/606, Road No.33, Aditya  
Enclave, Venkatagiri, Jubilee Hills,  
Hyderabad-500033.

sales@woodsense.in  
9030014993  
www.woodsense.in



**WOOD SENSE**  
MAKE YOUR FURNITURE

**Annexure 1**

COMPENSATION ANNEXURE	
Employee Name	K. Srilekha
Designation	HR Executive and Sales Executive
DOJ	06-11-2023
Location	Telangana
Salary(per Annum)	-
Salary(per Month)	RS.15,000/-
Professional Tax	-

**Annexure 2**

You are requested to carry the below hard copies with you on your date of Joining:

1. PAN Card
2. Aadhaar Card
3. Passport size 4 Photos
4. Cancelled Cheque with self-name / Bank account Passbook / Bank Statement
5. Offer letter and Relieving letter of your last organization
6. Salary slips (last 3 months)
7. All Education Certificates & Mark sheets:
  - 10<sup>th</sup>
  - Intermediate
  - Graduation
  - Post Graduation
8. All job experience certificates
9. Updated Resume





**KAMAI ELEVATORS (P) LTD.**  
 Corporate Office: Plot no. 1172B-C, 50th Street, IVS Colony,  
 Annamalai West Extension Chennai - 600 101.  
 GST: 32AAKCR630L1Z0 | CIN: U22122TN2014P1C029753  
 ☎ +91 - 44 - 4263 8343 ☎ +91 - 72229 8918  
 ✉ info@kamalelevator.com



21R11E0026

27.11.2022

To,  
 Mr. Kuma Sai Pavan  
 H - No: 2-2-824/6, Kumar Basti,  
 Amberpet,  
 Hyderabad, 500013.

**APPOINTMENT LETTER**

Dear **Kuma Sai Pavan,**

We are pleased to appoint you for the position of **POST GRADUATE TRAINEE for NEW INSTALLATION SALES**

The DOJ will be informed to your placement Team after completion of your end Examinations. This letter conveys the detailed terms and Conditions of your employment.

- 1. Reporting relationship:** You will be reporting to the HOD - NI-Sales or any official as may be specifically authorized by him.
- 2. Working Hours :** You will be working for Six days in a Week. In order to carry out your roles and responsibilities effectively, may be required to work additional hours as appropriate.  
 In the event of any emergency being reported, you are required to report immediately to the company at the earliest possible time conveyed to you.
- 3. Leave** In the event of illness, you are required to notify your superior to the recommencement of work along with supporting medical evidence; failing which the period of Non- Working days will be treated as Absence.
- 4. Remuneration :** Your total remuneration will be **Rs. 3,60L/- Per Annum.** (After completion of Probation Period salary will be incremented up to **Rs. 6,40L PA**) The company will deduct taxes and other statutory dues that may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any other sums as may be recoverable from you time to time. Also, Note that the remuneration information is strictly confidential. We request you to use discretion in handling your remuneration related information. As a Company Policy, We prohibit sharing this information with other employees or unauthorized personnel. Any Violation to this will be treated as serious matter by the company.
- 5. Confidentiality :** As an Employee in full time of employment with the company, you will not, during or after the term of employment, in whole or in part, disclose any of the company's trade secrets and confidential proprietary information to any person, firm, corporations, association or other entity of any reason or purpose whatsoever. If the employee breaches his or her obligations with respect to the company's confidential or proprietary information, the company will be entitled to any injunction restraining the employee from such breach and to any other remedies for such breach.



**Probation Period and Confirmation:**

Your appointment in the first instance will be on Probation for a period of One year from the date of joining. This period may be extended at the discretion of the Management depending upon your work and conduct. You will be deemed a confirmed employee of the company if you are not terminated during this probationary period.

**7. Termination of Employment:**

a) If your work and conduct during probation is not satisfactory, you may be liable for termination without notice.

b) The Company also reserves the right to terminate your employment at any point of time in accordance with the provisions of contract or in the event of breach of contract or suspension of employment, dishonesty, commission of any act involving moral turpitude or any other conduct which is injurious to the interest of the company or the loss of confidence.

c) Should you decide to resign from your services, during probation or afterwards, you must give a written notice of resignation to the Management and you may do so by serving One month's notice or payment in lieu thereof.

d) The Management reserves the right to accept your resignation at any time during the probationary period or even before the expiry of the probationary period. In such event the Company shall not be liable for payment of any dues or compensation for the unexpired period of probation. Your resignation shall be deemed to be effective from the date of your relieving.

**8. Transfer:** During your employment you may be transferred to any other place or office of the company whether at present existing or to be set up in future. Such transfer shall be deemed to be a condition of your employment and will be governed by the terms and conditions of the contract. You shall be bound to accept such transfer and employees of such establishments shall be deemed to be employees of the company.

**9. Duties & Responsibilities:**

a) You will be required to work in any department or section of the company at any time and at any place.

b) You have to pay your dues to the bank of the company at any time and at any place. You shall not be allowed to open a personal or business bank account or to receive any salary or other money without the specific written permission from the Management.

c) You will treat all information, documents, records, data, etc. relating to the products, system and processes of the company as confidential and you will not disclose the same to any person without the specific written permission from the Management. You shall be held responsible for any loss or damage to the company which may be caused by the disclosure of such information and you shall be liable for the same.

**10. Other Rules and Regulations:**

In all other respects not specifically provided for in this contract, you shall be governed by the rules and regulations of the company's business, books, records, etc. which may be issued from time to time at your place of work.

**11. Misconduct:**



In case of any discrepancy between the copy of this document and the original, the original shall prevail. This document is valid only if signed by the authorized signatory of the company and the employee.

**12. Change in personal data:**

You will keep us informed of any change in your personal data (address, telephone number, e-mail, etc.) in writing to the HR Department.

**13. General Provisions:**

a) As an employee of the company, you are bound by the company's policies and procedures, which are available in the Employee Handbook and other documents. During the term of your employment, you shall be bound by the company's policies and procedures, which may be amended or modified without notice.

b) During the term of your employment, you shall be bound by the company's policies and procedures, which may be amended or modified without notice. If you misbehave yourself or be disciplined in the terms of principles of the company or law, you shall be liable under the terms of the company's policies and procedures. The company shall not be bound to continue your employment and shall have the right to terminate your employment without notice if you are found to be in breach of the company's policies and procedures. You shall be bound by the company's policies and procedures, which may be amended or modified without notice.

c) You shall be bound by the company's policies and procedures, which may be amended or modified without notice. The company shall not be bound to continue your employment and shall have the right to terminate your employment without notice if you are found to be in breach of the company's policies and procedures.

d) You shall be bound by the company's policies and procedures, which may be amended or modified without notice. The company shall not be bound to continue your employment and shall have the right to terminate your employment without notice if you are found to be in breach of the company's policies and procedures.

e) However, in case of conflict between the Company's Contract of Employment and the policies and procedures, the terms of the Contract of Employment shall prevail. The terms of the Contract of Employment shall prevail over the policies and procedures. If there is any conflict between the terms of the Contract of Employment and the policies and procedures, the terms of the Contract of Employment shall prevail. Please signify your acceptance of the terms and conditions of the Contract of Employment and the policies and procedures. If you believe you need a reasonable accommodation, please contact the HR Department.

For Managerial Signature  
  
Head - Human Resources

Acceptance: I, Mr. Kishan Raj Parwar, have read the Contract of Employment and the policies and procedures and hereby agree to be bound to their terms and conditions.  
Employee's Signature: 

## OFFER LETTER

January 18, 2024

To,  
Ms. Laasya  
laasyareddy717@gmail.com  
8184958005

Ms. Laasya,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

- 1 We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,00,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at Head Office, Madhapur, Hyderabad and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For ROHINI MINERALS PVT LTD

  
Manager - HR



S.R. Hatchereries





S.R. Hatcheries

21R11E0028

**Rohini Minerals Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081. (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCR0773N  
CIN - U15209TG1999PTC032819

## **OFFER LETTER**

January 18, 2024

To,  
Ms. M Rakshitha  
rakshithamolugu23@gmail.com  
9030405719

Ms. M Rakshitha,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

- 1 We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,00,000/- per year (Inclusive of all allowance)** subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**S.R. Hatcheries**

For **ROHINI MINERALS PVT LTD**

  
Manager - HR



21R11E0030



PRIVATE AND CONFIDENTIAL

Reference No. - 1384564248

Applicant ID - 4990254

15-Sep-2023

N Nagesh

Dear N,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline-, which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website www.icicibank.com  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384564248

Applicant ID - 4990254

15-Sep-2023

N Nagesh

Dear N,

We are pleased to make you an offer of appointment as Assistant Manager-II in ICICI Bank. You will be placed in Branch Banking Dept at RANGAREDDY\_GHATKESAR\_BRANCH.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 27-Sep-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India,

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1384564248**

N Nagash.

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
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Old Padra Road,  
Vadodra 390 007, India.

**Reference No. - 1384564248**

N Nagosh

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1384564248**

N Nagesh

• **General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Arvind Jindal

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Old Padra Road,  
Vadodra 390 007, India.

**Reference No. - 1384564248**

N Nagesh

**Annexure:**

**Remuneration:**

- Your Basic Salary will be Rs. 99,600/- (Rupees Ninety Nine Thousand Six Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 92,964/- (Rupees Ninety Two Thousand Nine Hundred Sixty Four only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 49,800/- (Rupees Forty Nine Thousand Eight Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances.**

- You will be eligible for a Superannuation Allowance of Rs. 14,940/- (Rupees Fourteen Thousand Nine Hundred Forty only) per annum.

**Reference No. - 1384564248**

N Nagesh

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your Immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN.: L85190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and mark sheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization.
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red Background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
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Bandra-Kurla Complex  
Mumbai 400 051, India.

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Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle, ...  
Old Padre Road, ...  
Vadodara 390 007, India.

**Remuneration Details**
**Name :** N Nagesh

**Position:** Assistant Manager-II

**Group:** RETAIL BANKING GROUP

	<b>Assistant Manager-II</b>	
	<b>Monthly</b>	<b>Annual</b>
Basic	8300	99,600
HRA	4,150	49,800
Supplementary Allowance *	7,747	92,964
Superannuation Allowance	1245.00	14,940
<b>Total</b>	<b>21,442</b>	<b>2,57,304</b>
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	2,491	29,892
<b>Total Fixed</b>	<b>23,933</b>	<b>2,87,196</b>
Performance Linked Retention Pay #	5,000	60,000
<b>Total CTC</b>	<b>28,933</b>	<b>3,47,196</b>

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 15-Sep-2023





21211E0032

**SRI RAJESHWARA HATCHERIES PVT. LTD.**  
Plot No.59, Gafoor Nager, Image Hospital Lane  
Madhapur, Hyderabad - 500 081, (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCS8095E  
CIN - U01222TG1996PTC024961

## OFFER LETTER

January 18, 2024

To,  
Mr. Bhanu Prasad  
bhanuprasadnp@gmail.com  
7780690102

Mr. Bhanu Prasad,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position** on the following terms and conditions.

- 1 We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,00,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at Head Office, Madhapur, Hyderabad and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

# S.R. Hatcheries

Yours faithfully,

For SRI RAJESHWARA HATCHERIES PVT LTD

  
Manager - HR



## **OFFER LETTER**

January 18, 2024

To,

Ms. Neelam Neeraja

[neerajaneelam9@gmail.com](mailto:neerajaneelam9@gmail.com)

8464910094

Ms. Neelam Neeraja,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Accounts Executive position** on the following terms and conditions.

- 1 We are pleased to offer you the position of Accounts Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,00,000/- per year (Inclusive of all allowance)** subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

# S.R. Hatcheries

Yours faithfully,

For SRI RAJESHWARA HATCHERIES PVT LTD



Manager - HR



21R11E0035



PRIVATE AND CONFIDENTIAL

Reference No. - 1384535481  
Applicant ID - 5853305

07-Aug-2023

Nukalagudem pooja

Dear Nukalagudem,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline-, which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com  
Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
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Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1384535481

Applicant ID - 5853305

07-Aug-2023

Nukalagudem pooja

Dear Nukalagudem,

We are pleased to make you an offer of appointment as Assistant Manager-II in ICICI Bank. You will be placed in NRI at HYDERABAD - MADHAPUR MINDSPACE.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 30-Aug-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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Reference No. - 1384535481

Nukalagudem pooje

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
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Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L85190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.





3

Reference No. - 1384535481

Nukatagudern pooja

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its officials for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.

Reference No. - 1384535481

Nukalagudem ponja

• **General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Ankit Jindal

Digitally signed by Ankit Jindal  
Date: 2022.08.07 18:26:33 +05:30

I have read and understood the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant



**ICICI Bank Limited**  
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Vadodara 390 007, India.

**Reference No. - 1384535481**

**Nukalagudem pooja**

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 99,500/- (Rupees Ninety Nine Thousand Six Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,16,964/- (Rupees One Lakh Sixteen Thousand Nine Hundred Sixty Four only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 49,800/- (Rupees Forty Nine Thousand Eight Hundred only) per annum
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,940/- (Rupees Fourteen Thousand Nine Hundred Forty only) per annum.

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Old Pandra Road,  
Vadodra 390 007, India.

Reference No. - 1384535481

Nukalagudem pooja

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by Ankit Jindal  
Date: 2023.08.07 15:25:34 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant



**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Old Padra Road,  
Vadodara 390 007, India.



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Vadodra 390 007, India.



**Remuneration Details**
**Name :** Nukalagudem pooja

**Position:** Assistant Manager-II

**Group:** RETAIL BANKING GROUP

	<b>Assistant Manager-II</b>	
	<b>Monthly</b>	<b>Annual</b>
Basic	8300	99,600
HRA	4,150	49,800
Supplementary Allowance *	9,747	1,16,964
Superannuation Allowance	1245.00	14,940
<b>Total</b>	<b>23,442</b>	<b>2,81,304</b>
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	2,491	29,892
<b>Total Fixed</b>	<b>25,933</b>	<b>3,11,196</b>
Performance Linked Retention Pay #	5,000	60,000
<b>Total CTC</b>	<b>30,933</b>	<b>3,71,196</b>

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 07-Aug-2023

Digitally signed by Ankit Jindal

Date: 2023.08.07 15:25:35 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**

ICICI Bank Towers

Bandra-Kurla Complex

Mumbai 400 051, India.

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CIN : L65190GJ1994PLC021012

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Old Padra Road,

Vadodara 390 007, India.

Date : 21-Dec-2023

Employee Name : Pamula Bharath Kumar

Deputation of Services

Dear Pamula Bharath Kumar

This is with further reference to joining the services of the company with effect from 27-Dec-2023 in accordance with the Offer cum appointment letter accepted by you.

Your services will be deputed to our client's office at below address from your joining date until further instruction from us in writing.

**ICICI BANK LTD, ICICI Bank Ltd., No 101 & 102, Shri Kalki Towers, Plot no. 20, Opp HUDA Bus Stop, NH-9, Chandanagar, Hyderabad - 500050 SOL ID-0588**

Accordingly, you are required to report at our above client work location / address.

During your period of deputation to the Client you shall:

- i) Abide by the norms and code of conduct as applicable at the Client workplace and ensure discipline and professional conduct at all times
- ii) Not to utilize or divulge to any person/ organization other than the Client, any information which you may possess by virtue of your association with our Client.
- iii) Continue to be governed by the rules & policies of the company as well as terms & conditions as mentioned in your Appointment letter dated 27-Dec-2023.

For i-Process Services (India) Private Limited

Accepted By



Authorized Signatory

## FORM XII

[Under rule 76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971]  
Employment Card

A. Name Contractor : i-Process Services (India) Pvt. Ltd.  
A1. LIN/PAN No. of the contractor : AABCI3838C  
A2. Email Id of the contractor : contact@iprocess.in  
A3. Mobile No. of the contractor: : 0124-4763433  
B. Wage rate (with particulars of unit, in case of piecework : NA  
C. Name of Principal Employer : ICICI BANK LTD  
C1. LIN/PAN No. of the Principal employer : AAACI1195H  
C2. Email Id of the Principal employer :  
C3. Mobile No. of the Principal employer: :  
D. Name of workmen : Pamula Bharath Kumar  
D1. UAN/Aadhaar No :  
D2. Mobile No : +91-8978831875  
1. Serial number in the register of workmen employed :  
2. Nature of Designation : SR. EXECUTIVE  
3. Wages Rate : Rs. 235435 (per annum)  
4. Date of commencement of employment : 27-Dec-2023

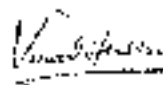
**For i-Process Services(India) Private Limited****Authorized Signatory**

**Annexure to Letter dated 21-Dec-2023**

Name of Employee: Pamula Bharath Kumar  
 Designation: SR. EXECUTIVE  
 Grade: GRADE-13  
 Location: Hyderabad

Pay Component	Monthly Amount	Annual Amount
<b>GTC</b>		
<b>Gross Salary</b>	<b>16850</b>	<b>202200</b>
Basic	13500	126000
TIRA	500	6000
Supplementary Allowance	5100	61200
Medical Allowance	750	9000
<b>Retiral/ Other Benefits</b>	<b>2053</b>	<b>34236</b>
Employer PF	1800	21600
Emp over ESI	548	6576
Gratuity	505	5063
<b>TOTAL GTC</b>	<b>19703</b>	<b>236436</b>
<b>TOTAL CTC</b>	<b>19703</b>	<b>236436</b>

For i-Process Services(India) Private Limited



Authorized Signatory

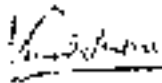
**E. General:**

- i) The company, in its discretion, shall deploy/depute your services at the offices of its client at any of the locations in India.
- ii) Your appointment and continuation in employment are subject to your being found medically fit by a Registered Medical Practitioner (discretionary) and reference checks (discretionary).
- iii) You will be bound by the Rules and Regulations of the company.
- iv) You will keep us informed of any change in your contact details (Mobile no. & E-Mail ID) and present, permanent, or correspondence address.

If you are agreeable to the above-mentioned terms and conditions, please accept the same through your account on HRMS portal.

Yours sincerely,

**For i-Process Services (India) Private Limited**



**Authorized Signatory**



### C. Other Terms and Conditions of Service:

**Professional Ethics & Confidentiality:** While you are in the services of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the company.

**IT Security Practice & Procedures:** While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by **I-Process Services (India) Private Limited**.

**HR Policy:** While you are in the service of the company, you will be governed and required to adhere the HR Policies of the company as amended from time to time.

**Notice Period:** During the probation period, your services would be liable to be terminated by the Company without assigning any reason and without giving any notice.

During the probation period, if you decide to leave the Company's services, you will be required to give fifteen days' notice. The company in its sole discretion can decide to waive off / reduce the notice period depending upon the exigencies. In such case, you would be required to pay to company, basic salary for the notice period not served.

In case you decide to leave the Company's services after confirmation, you will be required to give thirty days' notice. The company in its sole discretion can decide to waive off / reduce the notice period depending upon the exigencies. In such case, you would be required to pay to company, basic salary for the notice period not served.

After confirmation in grade, your services would be liable to be terminated by the Company, by giving thirty days' notice or on payment of an amount equivalent to thirty days' Basic salary in lieu of the notice period.

**Transfer:** The Company shall have the right to transfer you to any of its offices.

**Retirement:** Employees would retire on the last day of the month in which they complete 58 years of age.

**Joining Competitor:** In the event of termination of your services by the Company or your resignation from the services of the Company, you shall not join any competing Company or Financial Services Company for a period of six months from the date of resignation/termination.

**D. Termination of Employment:** In addition to what has been mentioned in sub-clause (ii) of Clause- E of this letter, please note that your services with the Company are also liable to be terminated any time in the event of:

- i) Any breach of the conditions mentioned in this letter or for breach of any rules of the company that may be made applicable to you from time to time, on your part;
- ii) Any incorrect information furnished by you;
- iii) Suppression of any material information by you.



## Offer Cum Appointment Letter

21-Dec-2023

**Mr Pamula Bharath Kumar,**

**HNO.00, Madhapuram, Thurkapally, Nalgonda, Andhra Pradesh 508116, India**

**Mobile No: +91-8978831875**

Dear Pamula Bharath Kumar,

With reference to your interview and online documentations submitted for seeking employment with our company. We are pleased to inform you that your candidature has been accepted basis representation made and documents submitted by you.

This offer cum appointment letter is being issued to you for appointing you on the post of **SR. EXECUTIVE** in Grade **GRADE-13** with the company. Your total emoluments shall be as per Annexure attached hereto and your date of joining shall be **27-Dec-2023** you will report at our Client site at following work location: :

**ICICI BANK LTD ( Hyderabad )**

Besides the terms and condition, which are stipulated herein in this letter, your appointment shall be subject to satisfactory results of verifications of representation made and documents submitted by you.

In case of your verification / reference checks are not up to the desired level, this letter shall be automatically stands withdrawn and even if you have joined duty, your services shall be discontinued with immediate effect without any compensation notice or salary in lieu thereof.

Further, if you fail to join on the date specified hereinabove, this letter shall be treated as withdrawn.

**The following are the other terms and conditions of this offer cum appointment letter:**

### **A. Commencement Term:**

- i) Your appointment is effective from 27-Dec-2023
- ii) You will be on probation for a period of six months, or any further extended period as may be decided by the Company based on your performance during the probation
- iii) On satisfactory completion of your probation, you will be confirmed in the services of the Company in writing.

### **B. Remuneration:**

Your total cost to the company will be **Rs.236436** per annum as per detailed annexure to this letter.

### **Benefits:**

You will be eligible for Retirement Benefits of the Company; namely Provident Fund and Gratuity in accordance with the statutory requirements and / or, as per Company policy

21 RII E0037



PRIVATE AND CONFIDENTIAL

Reference No. - 1384546318  
Applicant ID - 4473410

17-Aug-2023

Pochampally Vinita

Dear Pochampally,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline-, which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1364546318

Applicant ID - 4473410

17-Aug-2023

Poojampally Vinitha

Dear Poojampally,

We are pleased to make you an offer of appointment as Assistant Manager-II in ICICI Bank. You will be placed in Branch Banking Dept at HYDERABAD-BOTANICAL GARDENS\_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment:

**Commencement/Term:**

- You shall be required to join the Bank on or before 30-Aug-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

**Other Terms and Conditions of Service:**

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**

ICICI Bank Towers

Sandra-Kurla Complex

Mumbai 400 051, India

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CIN: L65196GJ1994PLC021012

Regd. Office: ICICI Bank Tower

Near Chakli Circle,

Old Patra Road,

Wandara 390 007, India.

*P. Vinitha*

Reference No. - 1384546318  
Pochampally Veitha

- **Notice Period:** in case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive or reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** in the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other persons, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/rational outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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CIN: L651B0GU1094PLC021012

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Old Pedra Road,  
Vadodara 390 007, India.

*P. Veitha*





Reference No. - 1384546318  
Pochampally Vinitha

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal cases instituted against you in any Court of Law or any complaint/show cause notice/prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issues relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interests in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its officials for or on behalf of any external bodies/political outfits - either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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CIN: L65190GJ1894PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.

*P. Vinitha*



Reference No. - 1364546318

Pochampally Vinitha

**General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Ankit Jindal

Digitally signed by Ankit Jindal  
Date: 2023.08.17 17:13:30

I have read and agree to the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel.: (91-22) 2653-1414  
Fax: (91-22) 2653-1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ19949002101E

Head Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra-390 007, India



Reference No.: 1384546318

Pochampally, MHF#

Announce

Remuneration

- Your Base Salary will be Rs. 60,000/- (Rupees Ninety Nine Thousand Six Hundred only) per annum.
- You are eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,18,964/- (Rupees One Lakh Sixteen Thousand Nine Hundred Sixty Four only) per annum. Supplementary allowance will include - Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 49,800/- (Rupees Forty Nine Thousand Eight Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,940/- (Rupees Fourteen Thousand Nine Hundred Forty only) per annum.

ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GB1994PLC027012

Regd. Office: ICICI Bank Tower,  
Near Chaki Circle,  
Old Pandra Road,  
Vadodra 390 007, India.

*P. Vintha*

**Reference No. - 1384546318**

Pochampally Vinitha

**Benefits:**

- Comprehensive Medical Insurance Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

  
Signature of Applicant

Digitally signed by Ankit Jindal  
Date: 2023.08.17 17:11:42 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Tower  
Sandra-Kurla Complex  
Mumbai 400 051, India

Tel: (91-22) 2653 1111  
Fax: (91-22) 2653 1122  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PL0211123

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Pandra Road,  
Sandra 400 007, India



### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and mark sheets (X<sup>th</sup>/XII<sup>th</sup>: Graduation/ Post graduation)
- 2) Work Experience Document
  - a) Resignation accepted letter from current organization
  - b) Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**ICICI Bank Limited**  
ICICI Bank Towers  
Sandra-Kurta Complex  
Mumbai 400 051, India

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65100GJ1994PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India.





### Remuneration Details

Name : Pochampally Vinitha  
Position: Assistant Manager-II  
Group: RETAIL BANKING GROUP

	Assistant Manager-II	
	Monthly	Annual
Basic	8300	99,600
HRA	4,150	49,800
Supplementary Allowance *	8,747	1,16,964
Superannuation Allowance	1245.00	14,940
<b>Total</b>	<b>23,442</b>	<b>2,81,304</b>
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	2,481	29,892
<b>Total Fixed</b>	<b>25,923</b>	<b>3,11,196</b>
Performance Linked Retention Pay #	5,000	60,000
<b>Total CTC</b>	<b>30,923</b>	<b>3,71,196</b>

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 17-Aug-2023

Digitally signed by Ankit Jindal  
Date: 2023.08.17 17:11:45 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLG021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India

*P. Vinitha*

## OFFER LETTER

January 18, 2024

To,  
Ms. Priyanka Banothu  
banothpriyanka007@gmail.com  
6309552749

Ms. Priyanka Banothu,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Assistant Manager - Admin position** on the following terms and conditions.

- 1 We are pleased to offer you the position of Assistant Manager - Admin and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,50,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
- 4 Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For ROHINI MINERALS PVT LTD

  
Manager - HR



S.R. Hatcheries

21R11E0040



January 08, 2023

Ms Manasa Ragam

Employment # 2033626

Hyderabad

Dear Manasa Ragam,

Further to your resignation dated October 11, 2022, you are being relieved from the services of the Company effective the closing hours of January 08, 2023

Your Service record with the Company is as follows :

Date of Joining : July 20, 2021

Date of Leaving : January 08, 2023

Designation at the time of resignation : Process Executive - Voice

We wish you the very best in your future endeavors.

Sincerely,

For Cognizant Technology Solutions India Private Ltd.,

Praveen Subramanyam  
Sr. Manager – HR

Note: This is a computer generated letter and does not require any signature in original.  
Regd. Office: #5/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097.  
To verify Cognizant employment details of the associate, please write to [verification@cognizant.com](mailto:verification@cognizant.com)

Plot No: 129 to 132, APHB Colony, 1st Floor, DLF Building, Gachibowli, Hyderabad-500 019.  
Tel : (+91-40) 4451 4444  
Fax : (+91-40) 4024 8765

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

28-Nov-2023

C8526867



*\*For Accenture use only*

Syed Mujahed Mirza Jaffry  
432 Keerava, Hyderabad 501301  
Management Level - 13  
Sublevel - 1

Job Profile - Trust & Safety New Associate  
Job Family Group - Content  
Business Deal - Contact Center

Dear Syed,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Hyderabad, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) 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 is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version: 8.3 August 2023

1

Reference Id: 72d61d9d-ef9f-46f5-8f68-1fe0e4d38ea7\_2  
Signed By: JAL RUMI MASTER

Candidate's Signature



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 justification 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 employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 5 'Documentation'.

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.

You will be expected to work from the office location tagged to your project/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.

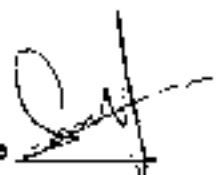
This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet upon joining Accenture but no later than six months of your start date in Accenture, failing which Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be INR 255200 and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) 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 & documentation provided by you at the registration stage. You understand and acknowledge that this offer & 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 may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company, Non-furnishing of mandatory documents within the specified time shall result in termination of employment.

Syed, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call bhavini.sinha at 7991151090 should you have anything you would like to discuss further.



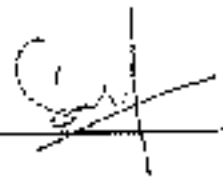


We believe you have a successful career ahead of you and look forward to your joining us  
Yours sincerely,



Jai  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED  
SYED MUJAHED MIZBAZ HAFIZ  
(Insert full legal name)  
Date: 12/12/2023

Candidate's signature 

Candidate's Signature 

**ANNEXURE 1**

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 220000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min. INR 220000	Max. INR 255200

(C) Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 3700
National Insurance Premium paid by Company	INR 13700

(D) Additional Discretionary Reimbursements	INR 12,000/- (capped at INR 1,000/- per month)
Annual Internet reimbursement	

(E) Optional opportunity to participate in the Employee Share Purchase Plan	INR 3300 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)
Employee Share Purchase plan - to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 220000/-. Annual Fixed Compensation includes allowances, any shift premiums for working in non-standard hours where applicable, for example, night shift premium, and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% 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 individual 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/regulation 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.



\*As defined by applicable law from time to time

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amount if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.



**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 two 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 706,000/- (if you contribute towards Employee Provident Fund)	Company

1. 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 and any under a separate insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents 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

- 15% of such claims for self, spouse/partner and 4 dependent children
- 25% 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



4(c) Personal Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the candidate. 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 contract F Y and can be withdrawn at any time at company's discretion.

4(d) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/revoked/withdrawn at any time based on 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.

• Employee Stock Purchase Plan (ESPP) The Employee Stock 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 services.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

#### 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 Note:

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.





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 4

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as '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 employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or debar, 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 the Company 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 the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, 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 the Company. 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 the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

SYED MUJAHED MIRZA JAFFRY

(Insert full legal name)

Date: 12/12/2023



## ANNEXURE B

### REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. 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 Aadhar details and seeding Aadhar 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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384553321  
Applicant ID - 5853504

29-Sep-2023

**VIDHYA RALLAPALLI**

Dear VIDHYA,

We take great pleasure in extending an offer to you for being a part of **ICICI Bank**.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline-, which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team



4

Reference No. - 1384553321

VIDHYA RALLAPALLI

• **General:**

- Your appointment and continuation in employment are subject to reference checks successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Ankit Jindal

Digitally signed by Ankit Jindal  
Date: 2023.09.25 13:00:20 +05:30  
Reason: Offer Letter  
Signed by Ankit Jindal

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant



**Reference No. - 1384553321**  
**VIDHYA RALLAPALLI**

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icici-bank.com](http://www.icici-bank.com)  
CIN : I165190GJ1994PLCG21017

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1384553321

VIDHYA RALLAPALLI

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**Reference No. - 1384553321**

**VIDHYA RALLAPALLI**

• **General:**

- Your appointment and continuation in employment are subject to reference checks successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Ankit Jindal

Digitally signed by Ankit Jindal  
Date: 2023.09.29 10:30:30 +05:30  
Reason: Other Letters  
C:\Users\ankitj\Documents

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1384553321**  
**VIDHYA RALLAPALLI**

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 99,600/- (Rupees Ninety Nine Thousand Six Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,16,964/- (Rupees One Lakh Sixteen Thousand Nine Hundred Sixty Four only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 49,800/- (Rupees Forty Nine Thousand Eight Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 14,940/- (Rupees Fourteen Thousand Nine Hundred Forty only) per annum.

### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and mark sheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.





:6:

Reference No. - 1384553321

VIDHYA RALLAPALLI

**Benefits:**

- **Comprehensive Medical Claim Coverage** for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's Intranet which will be accessible upon joining the Bank.

Digitally signed by Ankit Jindal  
Date: 2023.09.29 13:30:21 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

**Remuneration Details**
**Name : VIDHYA RALLAPALLI**
**Position: Assistant Manager-II**
**Group: RETAIL BANKING GROUP**

	Assistant Manager-II	
	Monthly	Annual
Basic	8300	99,600
HRA	4,150	49,800
Supplementary Allowance *	9,747	1,16,964
Superannuation Allowance	1245.00	14,940
<b>Total</b>	<b>23,442</b>	<b>2,81,304</b>
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	2,491	29,892
<b>Total Fixed</b>	<b>25,933</b>	<b>3,11,196</b>
Performance Linked Retention Pay #	5,000	60,000
<b>Total CTC</b>	<b>30,933</b>	<b>3,71,196</b>

\* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen : any other allowance

\*\*\* You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, i accordance with the statutory requirements and/or, as per Bank policy

Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date: 29-Sep-2023**

Digitally signed by Ankit Jindal

Date: 2023.09.29 13:30:21 +05:30

Reason: Offer Letter

Location: Mumbai



21211E0045

**Rohini Minerals Pvt. Ltd.**

Plot No.59, Gafloor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081, (T.S) INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402  
PAN No. AACCR0773N  
CIN - U15209TG1999PTC032819

## OFFER LETTER

January 18, 2024

To,  
Ms. Kotra Yogitha Srikari  
yogithasrikari0@gmail.com  
7382734838

Ms. Kotra Yogitha Srikari,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Accounts Executive position** on the following terms and conditions.

- 1 We are pleased to offer you the position of Accounts Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
- 2 Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
- 3 You will be paid a consolidated salary of Rs. **2,00,000/- per year** (Inclusive of all allowance) **subject to TDS as per the Income Tax Act.**
- 4 Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
- 5 The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

S.R. Hatcheries

Yours faithfully,

For ROHINI MINERALS PVT LTD

  
Manager - HR



21211E0097



To

Date: 17-11-2023

Mr. MUTYALA SAI KIRAN

OFFER LETTER

Dear Mr. MUTYALA SAI KIRAN

This has reference to your application and the subsequent interview you had with HONOUR LAB UNIT-V we are pleased to offer you for the position of "JR OFFICER IN STORES DEPARTMENT" in our organization on a contractual basis.

The brief details of the offer are as below:

Salary : Rs 2,28,156/- (CTC P.A)

Your expected Date of joining: 22/11/2023

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 22-11-2023 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

You are requested to sign and return us the copy of the Offer letter as a token of your acceptance. Please bring the following documents along with you on the day of your joining with HR SQUARELLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



(Authorized signatory)

HR SQUARE LLP

D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment, 3<sup>rd</sup> Floor, Dwarakapuri Colony, Punjagutta Hyderabad 500082- TS.  
Tele: +91 40 66666789 email: info@hrsquare.in

### Academic Year 2021-2022

S. No	Name of the student placed	Enrollment No.	Name of the Employer	Appointment letter Reference no. with date	Package(LPA)
1	Badugu Mounika	20R11E0001	Resolute B2B	05-Jan-22	31
2	Dodannagari Anjali	20R11E0002	i-cube Innovative Solutions Pvt Ltd	04-Dec-21	31
3	Bodda Boina Sai Raj	20R11E0003	KROLL	14-Oct-22	3.5
4	Cheruva Sreelekha	20R11E0006	Vahini Poultries Pvt Ltd	26 Oct-22	1.8
5	Dandu Janaki Anjana	20R11E0007	IKS Health	14-Mar-22	4.41
6	Darba Sowjanya	20R11E0008	Verzeo	27-Jan-22	2.64
7	Eediga Hari Kishore Goud	20R11E0009	Vahini Poultries Pvt Ltd	26-Oct-22	1.8
8	G Vinela	20R11E0011	Kaara	23-Aug-22	2.68
9	Gudivada Shree Keerthi	20R11E0012	Vahini Poultries Pvt Ltd	26-Oct-22	1.8
10	Gurugollu Sowjanya	20R11E0014	Legato	11-May-22	3.75
11	Gurrala Shireesha	20R11E0016	Vahini Poultries Pvt Ltd	26-Oct-22	2.31
12	J. Sneha	20R11E0017	Synchrony	28-Feb-22	1.8
13	Jaanu Ranaprathap	20R11E0018	Vahini Poultries Pvt Ltd	26-Oct-22	31
14	Karanam Sandhya	20R11E0019	Legato	11-May-22	1.8
15	Kola Swathi	20R11E0021	Wipro	15-Sep-22	2.31
16	Kota Lakshmi Aparna	20R11E0024	TBRC business research Pvt Ltd	26-Oct-22	1.72
17	Malyala Sai Kiran Chary	20R11E0028	SS&C	23-Dec-22	3.7
18	Mani Sai Venu Gopal	20R11E0029	Accenture	23-Dec-22	3.53
19	Meesala Srelekha	20R11E0030	Verzeo	27-Jan-22	2.55
20	Nalluri Narashintha Nikhil	20R11E0032	Success Trading	17-Nov-21	2.2
21	Naredla Smithanya Reddy	20R11E0033	Rohini Edu Services Pvt.Ltd	09-Dec-22	2.8
22	Pradhikanti Susmitha	20R11E0037	Verzeo	27-Jan-22	2
23	R.Malavika	20R11E0038	Verzeo	27-Jan-22	2.2
24	Shanugonde Padma	20R11E0041	Verzeo	27-Jan-22	2.2
25	Talakayala Lavanya	20R11E0042	Resolute B2B	05-Jan-22	1.8

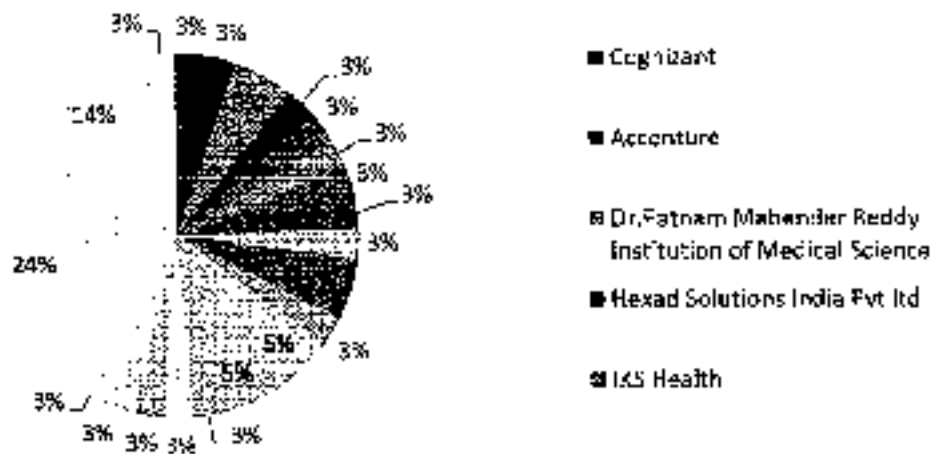


26	Tappa Sai Teja	20R11E0044	Cogrizant	17-Sep-22 (21231007)	2.4
27	Uppalaguptapu Merika	20R11E0045	Vahini Poultries Pvt Ltd	26-Oct-22	2.1
28	Uppaluri Venkata Harichandana	20R11E0046	Russell Tobin	19-Sep-22	1.8
29	Vadapally Akhila	20R11E0047	Dr.Patnam Mahender Reddy Institution of Medical Science	09-Dec-22	2.3
30	Velala Rakmini Sri Sowmya	20R11E0048	JM Financial	28-Dec-21	4.5
31	Vattela Akhila	20R11E0049	Vahini Poultries Pvt Ltd	26-Oct-22	2.5
32	Lottukunta Likitha	20R11E0050	Vahini Poultries Pvt Ltd	26-Oct-22	1.8
33	Suravu Sandeep	20R11E0051	Hexac Solutions India Pvt Ltd	10-Dec-22	1.8
34	Eerenzali Madhavi	20R11E0053	Dr.Patnam Mahender Reddy Institution of Medical Science	10-Dec-22	2.3
35	Poriza Vennela	20R11E0054	Vahini Poultries Pvt Ltd	26-Oct-22	1.8
36	Shangarapu Shivaramakrishna	20R11E0055	Rollini Edu Services Pvt.Ltd	10-Dec-22	2.3
37	Vangeti Aakanksha	20R11E0057	Pepsico Global Business Services India LLP	21-Jan-22	2.5

**Academic year 2021-22**

S.No	Company Name	Number of student placed
1	Cognizant	1
2	Accenture	1
3	Dr.Patnam Mahender Reddy Institution of Medical Science	2
4	Hexad Solutions India Pvt Ltd	1
5	IKS Health	1
6	JM Financial	1
7	Kaara	1
8	KROLL	1
9	L-cube Innovative Solutions Pvt Ltd	1
10	Legato	2
11	Pepsico Global Business Services India I.I.P	1
12	Resolute B2B	2
13	Rohini Tatu Services Pvt Ltd	2
14	Russell Tobin	1
15	SS&C	1
16	Synchrony	1
17	Success Trading	1
18	TBRC business research Pvt ltd	1
19	Vahini Poultries Pvt Ltd	9
20	Verzoo	5
21	Wipro	1

**Number of students placed in different companies**



20/11/2021

**Offer Letter**

**05-January-2022**

Dear,

**Ms. B.MOUNIKA**

**Congratulations!**

With reference to the discussion had with you recently, it is our pleasure to make you an offer as **Lead Generation Executive** in our esteemed organization working out of our **Resolute B2B** office @ Uppal, Hyderabad.

1. Your proposed salary will be **Rs. 20,000 CTC** per month. Kindly refer to the salary break-up in Annexure 1. TDS is applicable as per Government rules.
  2. Apart from monthly CTC you are eligible for performance likened incentives **Rs.10,000/-** per month (Paid upon achieving points more than assigned monthly targets)
  3. You are required to join on 21-March-2022, positively. (Any change in joining date must be obtained with prior approval from the Human Resources Department).
  4. Your Shift timings 5:15 pm to 3:00 am).
  5. Your probation period will be for a period of 3 months.
  6. During the course of association with us your performance will be reviewed regularly.
  7. You are required to sign a Non - Disclosure, Non - Compete Agreement (NDA) on the day you join.
  8. Kindly give your acceptance of the offer by written mail.
  9. This offer is open and valid till the above-mentioned joining date failing which; this offer shall stand automatically revoked without any further liability to you.
  10. You are requested to report to the HR Department at 5:00 PM on the given date to complete the documentation. At the time of documentation you are requested to submit the copies of documents as per Annexure 2.
- \*\* As per the company rules and would vary depending on the Income Tax rules.

We welcome you to Resolute Group & Resolute B2B LLP and look forward to a mutually beneficial relationship.

**Best Wishes,**

**S Pavan Kumar**  
Human Resources  
RESOLUTE B2B LLP

**Address to report on your joining date - HYDERABAD Office:**  
3rd Floor, Wing B, NSL SEZ (Hyderabad) IDA Uppal, Hyderabad.

**ANNEXURE -1**

**Salary break-up**

**Name of employee:** BADUGU MOUNIKA  
**Department:** B2B Operations  
**Designation:** Lead Generation Executive

Annexure - Salary Structure

Fixed Salary Components	Annual	Monthly
Basic Salary	98,856	8,238
House Rent Allowance (HRA)	39,540	3,295
Conveyance	24,996	2,083
Medical Reimbursement	24,996	2,083
Bonus	8,244	687
Special Allowance	1,080	90
<b>Gross salary (A)</b>	<b>197,712</b>	<b>16,476</b>
<b>Retirement Benefits</b>		
Employer's contribution to Provident Fund (PF)	11,868	989
Employer's contribution to ESI	6,426	535
<b>Gross Total (B)</b>	<b>18,294</b>	<b>1,524</b>
<b>Variable Pay</b>		
Night Shift Allowance	24,000	2,000
Incentives	120,000	10,000
<b>Gross Total C</b>	<b>144,000</b>	<b>12,000</b>
<b>Cost to Company (CTC) (A+B+C)</b>	<b>360,006</b>	<b>30,000</b>
<b>Deductions</b>		
Employee's contribution to Provident Fund (PF)	11,868	989
Employee's contribution to ESI	1,483	124
Professional Tax	1,800	150
<b>Net Deductions</b>	<b>15,151</b>	<b>1,263</b>
<b>Net Take Home</b>	<b>344,855</b>	<b>27,213</b>

Variable Pay
Incentives paid upon achieving points more than assigned monthly targets
Night Shift Allowance will be Paid for actual worked days

**Please Note:** Salary details are confidential and must be kept so. HR shall take appropriate disciplinary action in case you fail to maintain utmost confidentiality.

The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.

**ANNEXURE 2**

**List Of Documents**

I. At the time of joining, you are requested to submit hard copies & scanned copies of the following documents

\* Please note that all of the below documents are mandatory and you will not be allowed to join without them.

- Resolute B2B Offer letter.
- Academic and Professional certificates (starting from SSC/10th, Intermediate/+2, Degree, or any relevant educational certificates).
- Date of Birth Proof – 10<sup>th</sup> Certificate.
- Identification proof – Passport / PAN card
- Address proof – Aadhar card/ Driving licence/ Voter card/ Electricity bill.
- Copy of PAN card.
- Colour passport size photographs 5 No's.
- Relieving and experience certificate.
- A copy of last 3 month's salary slips and Bank statements (Applicable only in case of having prior work experience).
- Signature proof (Passport copy or Pan Card or 'Signature' certified by the banker).
- Names and address of 2 references with detailed postal address including pin code and contact telephone numbers both land line and mobile (references must be people other than family members or Resolute Group).
- Blood group certificate issued by a diagnostic clinic.
- Covid vaccination certificate.

II. Please do bring the original testimonials for verification.

III. This offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in the support of the above, the Company reserves the right to revoke the offer at any point of time during your service.



xouSign Envelope ID: A72018C5-74A8-4C54-B472-F5610E2E82E1

**L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.**

No. 1148, 1-Block, 6th Avenue  
Anna Nagar West, Chennai - 600 040  
Phone : +91-44-26181625, 26185320

Dec 4<sup>th</sup>, 2021**OFFER LETTER**  
(Strictly confidential)

Bodannagari Anjali  
# 11/248/27, Aravinda Nagar,  
Ananthapur,  
Andhra Pradesh - 515001.

Dear Anjali,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Business Development Executive - Trainee** in our Organization.

You will be on probation for a period of three months and your employment will be confirmed based on your performance. Your remuneration would be **INR 25,000/- CTC** per month (**INR 3,00,000 CTC** per annum).

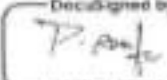
You will be required to execute a Service Agreement as undertaking to serve the Management for a period of two years from the date of joining. As already accepted during the final interview you are required to furnish us a Bank Guarantee sum of Rs.50,000/- (Rupee Fifty Thousand only) valid for 2 years.

The following supporting documents should be submitted in person to the HR Department within 45 days from the date of offer to release the appointment letter.

1. Xerox copy of 10<sup>th</sup>, Intermediate / Diploma & last semester mark sheet.
2. 2 passport size & 2 stamp size photograph
3. Xerox copy of ID & Address proof (Aadhar and PAN card)

Must carry the original documents of above for verification.

Yours Sincerely,

Decaligned by:  
  
6288E0F619E847D  
Anand Vigneshwaran  
For L-CUBE INNOVATIVE SOLUTIONS PVT. LTD.,  
HR Consultant.

Reach us @ [campusconnect@glenwoodsystems.com](mailto:campusconnect@glenwoodsystems.com) for any queries.

# KROLL

14 October 2022

SAIRAJ BODDRABOINA

And

Duff & Phelps Global LLP

## CONTRACT OF EMPLOYMENT

**THIS AGREEMENT is made BETWEEN the following PARTIES:-**

1. Duff & Phelps Global LLP a company incorporated in India whose address is at 102, 1st Floor, Plot 37, Kshamaalaya, Vitthaladas Thackarsey Marg, Marine Lines, Mumbai. Maharashtra 400020 India ("the Company"); and
2. **SAIRAJ BODDRABOINA** of 45-102, upperguda, moula ali, sec Hyderabad INDIA ("you" or "your").

**IT IS NOW AGREED BETWEEN THE PARTIES that:**

### 1. INTERPRETATION

1.1 Unless expressly otherwise stated, the Company shall employ you on the terms and conditions set out in this document and the attached Schedules ("Agreement"), which shall take effect on the date that you sign it or the Start Date, whichever is the earlier.

1.2 The Employee Handbook sets out the work rules and human resource policies of the Company and it forms an integral part of this Agreement.

1.3 The definitions in this Agreement shall have the meanings set out in Schedule 1, unless defined elsewhere in this Agreement.

### 2. EMPLOYMENT CONDITIONS

2.1 This Agreement is terminable without notice if you fail to provide any of the following documents within one month of the Start Date or such other date as specified by the Company:

2.1.1 two satisfactory references;

2.1.2 appropriate evidence of your right to work in India; and

2.1.3 appropriate evidence of your stated qualifications.

2.2 You agree:

2.2.1 that in entering into this Agreement, you will not be in breach of any Court Order or any other

trade or occupation except:

4.1 with the Company's prior written consent; or

4.2 where you hold a business interest for investment of up to three per cent of any class of securities quoted or dealt in on a recognised stock exchange; or

4.3 where such engagement, concern or business interest does not (a) conflict or compete with the business of any Group Company and (b) interfere with the proper performance of your duties under this Agreement.

### **SCHEDULE 3**

#### **TRAINING REPAYMENT AGREEMENT**

As part of your employment with Duff & Phelps you may be required to undergo training as deemed necessary by your manager. This training may take place at any of Kroll's global locations, at the discretion of your manager.

In consideration of the Employer meeting the costs of the training and associated travel, which will be clearly documented at the time of booking, the Employee undertakes to reimburse to the Employer the Costs if he/she resigns from the employment of the Employer either after booking, but prior to completion of the training or within eighteen (18) months after the end of the training period.

In the case of early resignation by the Employee, the Employee will agree to an appropriate repayment schedule of the training costs. If this is not possible however, to the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due in accordance with the terms of this Agreement from his/her wages or from any other allowances, expenses or other payments due to the Employee.

Any agreed repayment schedule will be in line with the following terms:

- i) Resignation within 6 months of training completion, employee will be responsible for repaying 75% of the total expenses.
- ii) Resignation within 6 to 12 months of training completion, employee will be responsible for 50% the total expenses.
- iii) Within 12 to 18 months of training completion, employee will be responsible for 25% of the total expenses.

It is understood however that any repayment amount due will not exceed the amount of USD \$4,000.00

The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his/her agreement.

The Employer recognises that in some cases extenuating circumstance may play a role in an employee's decision to resign from their post. In such cases, the Employer will endeavour to take this into account and give reasonable consideration as to whether this impacts the need for reimbursement.

### **SCHEDULE 4**

#### **GROSS SALARY BREAKDOWN**

Salary Breakup	Comments	Breakup	
		Full Year	Per Month
Gross Salary		366,938	30,417
Basic	Should be in the range of 45%-55% of Gross Salary. The new basic cannot be lower than earlier	182,512	15,208
HRA	50% of Basic	91,256	7,604
Reimbursements	up to 20% of Gross Salary		
Levon Travel Allowance	up to a max of 2 months basic	-	-
IT Reimbursement	up to INR 100,000	-	-
Meal Vouchers	NIL or INR 1,900 or INR 2,200 per month	-	-
Employer contribution to Provident Fund	Either INR 1,800 per month or 12% of Basic per month	21,600	1,800
WPS	NIL or 1% to 10% of Basic Salary (min INR 500)	-	-
City Compensation Allowance	Balancing Figure - This cannot be higher than Basic	69,350	5,779
	<b>Total*</b>	<b>366,938</b>	<b>30,417</b>

### Annual Variable Incentive

A discretionary performance bonus will be awarded in March subject to eligibility, company performance and your individual performance.

### Other Benefits & Reimbursement Policy

Below is a short summary of key benefits and reimbursement policies. Detailed information is available in the respective policy documents which covers eligibility and plan details. Benefits are reviewed from time to time and subject to change.

#	Item	Description
1	Group Medical Coverage	Coverage defined by levels, subject to plan terms INR 5 lacs for job Level 4 & below INR 7 lacs for job Level 5 & above
2	Group Personal Accident Insurance	Permanent employees are covered up to 3 times annual basic salary, subject to plan terms
3	Group Term Life Insurance	Permanent employees are covered up to 3 times annual basic salary, subject to plan terms
4	Gratuity	Applicable as per law
5.1	Corporate Phone	Device provided by the firm with a new number as a part of corporate plan
	<b>OR</b>	<b>OR</b>
5.2a	BYOD	BYOD – Device reimbursement up to INR 30,000 (one-time)
5.2b	Monthly Telephone Reimbursement	Monthly Telephone Reimbursement – INR 900 per month (recurring)
6	Remote Working Reimbursement	Up to INR 30,000 on approved items as per Agile Workplace policy
7	Internet Reimbursement	Up to INR 8,000 annual broadband expense reimbursement

### Notes

1) Default basic salary is pegged at 50% of Gross salary. Employee has flexibility to choose between 45% to 55% (with minimum of INR 15,000) or based on applicable policy on given point in time

2) HRA is fixed at 50% of Basic salary

3) Gross salary is inclusive of Employer PF contribution. Default PF is pegged at 12% of Basic Salary. Employee has choice of 12% of basic salary or INR 1,800 per month as contribution to PF. Note, PF contribution cannot be lower than prior year's contribution

4) Employee can allocate to Flexible Benefit Plan which is optional as follows.

- a) Up to a maximum of two months basic can be claimed. LTA claims for domestic travel with family are exempt twice in a block of four calendar years. Read income tax act for more details
- b) Employees can opt for IT Reimbursement up to a max of INR 1,00,000 p.a. provided it is within the overall FBP limits. This can be used to purchase additional Tablet/PC or desktop for work purposes.
- c) Employees can opt for Meal Vouchers within the overall FBP limits. Please note, the elected amount will be credited to the Sodexo card directly

5) City Compensatory allowance is a balancing figure.

6) The NPS elected amount will get credited to the NPS account directly monthly.

7) Applicable Deductions: Employee contribution to PF / Professional Tax / Applicable Income Tax / Any other Statutory deductions

8) All the above amounts are based on a full year of service and the amount payable to you would be determined pro-rata based on the number of days that you serve with the Company during the applicable financial year

9) Please note, you need to update your Gross salary structure on the portal of payroll vendor within timeframe announced by Human Capital. In case of no response, default Gross salary breakup would be updated on your behalf which will be applicable till the end of financial year.





20211E0006  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafour Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

**October 26, 2022**

To,  
Ms. Cheruvu Sreelekha,  
srilusiri1234@gmail.com  
7306835314

**Ms. Cheruvu Sreelekha,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year** (Inclusive of all allowance) **subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

  
**Manager - HR**



20R110007



**PRIVATE & CONFIDENTIAL**

Anjana Janaki Danda  
Plot no 187,arecha enclave  
Rampally  
Hyderabad  
Hyderabad-501301  
Telangana  
INDIA

March 14, 2022

Dear Anjana Janaki Danda

Welcome to IKS Health!

**Subject: Offer Letter**

With reference to your application, subsequent interview and discussions, we are pleased to inform that you have been selected for the position of **Junior Revenue Cycle Representative** in Grade 13 in Department RCM with our organization commencing from **March 16, 2022**.

Your annual compensation will be **INR 250000** . The details of the terms and conditions of the offer of employment are detailed in the enclosed annexures.

IKS Health is defined by an efficient and reliable culture that sets us apart. Our DNA, while evolving through various transformations, has still constitutionally been driven by the same - we values. Customer first has been one such belief that influences every employee at IKS Health. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our ownership, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength by caring for our customers and our people. Hence, collaboration at workforce goes hand-in-hand with greater accountability, thereby creating responsible members at our workplace. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of innovation so that established systems and ways of doing things are constantly tested, questioned and disrupted. Continuous learning and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at IKS Health that has eventually built our edifice. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the IKS Health way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us in our Hyderabad - NSL office on **March 16, 2022** Please keep your recruiter informed, in case of advancement in the joining date. Pursuant to its business needs, IKS Health retains the right to revise the commencement date of your employment with IKS Health. Please endorse your acceptance, within the next two business days, by duly signing the duplicate copy of this letter on all sheets, including annexures, at the bottom on the right corner and return to the undersigned. Please refrain from soliciting other offers based on this letter as the same will be null and void if so used.

We wish you all the best.

Thanking you,  
For Inventaris Knowledge Solutions Pvt. Ltd.  
HR Team  
I accept the above offer on the terms indicated.

Signature

Date

Anjana Janaki Danda

Annexure 1

	Annual	Monthly
Basic	125000	10417
HRA	62500	5208
Special Allowance	19270	1605
Statutory Bonus	8400	700
Provident Fund	18321	1527
Gratuity	6013	501
Insurance	3505	292
ESIC	6992	583
<b>Total CTC</b>	<b>250001</b>	<b>20854</b>

Thanking you,

For Inventus Knowledge Solutions Pvt. Ltd.  
HR Team

I accept the above offer on the terms indicated.

Signature  
Arjuna Jaiswal Danda

Date

20211008



# VERZEO

27 January 2022

Dear SOWJANYA DARBHA,

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**  
Training Date: **7 February 2022 to 16 February 2022**  
OJT Start Date: **17 February 2022**  
OJT End Date: **16 August 2022**

Stipend: **INR 15000** Per Month + **INR 10000** as incentives (Subject to statutory deductions)  
Target: **220000** INR per month.

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **VERZEO EDUTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **7 February 2022**.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ support@verzeo.com ☎ +91-8047166564

3rd Floor, 14th Cross Rd, Sector 6, HSR Layout, Bengaluru, Karnataka-560102.  
CIN : U80900KA2018PTC109500, GSTN : 29AAGCV2536B1ZG, PAN : AAGCV2536B.





201211E0009  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

**October 26, 2022**

To,  
Mr. Eddga Hari Kishore Goud,  
e.harikishore26@gmail.com  
7416619622

**Mr. Eddga Hari Kishore Goud,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance)** subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

  
Manager - HR







Ms. Vineela Gunja,  
H No.49, Dammiguda,  
Hyderabad

20R11 E0011  
23<sup>rd</sup> August, 2022

**OFFER LETTER**  
**Private and Confidential**

Dear Vineela,

This has reference to your application and the subsequent interviews, you had with us.

On behalf of **Kaara Info Systems Pvt. Ltd.** ('the Company'), we are pleased to offer you an employment in our Company as '**Consultant - Technology**' ('Designation') at the Company's office in Hyderabad, reporting to Ms. Chintan Singh, India and such other person as may be informed to you from time to time by the Company. During the course of your employment, you may be transferred to any other locations and/or asked to report to such person as may be intimated by the Company from time to time.

Your date of joining will be **24th August 2022** ('Date of Joining'). Initially, you will be on probation for a period of six (6) months and the same may be further extended at the sole discretion of the Management of the, depending upon your performance. Your designation and compensation will be revised at the end of probation period based on this evaluation. During the probation period either party can terminate the employment by serving each other 30 days' notice in writing or payment in lieu of the same.

After the successful completion of the probation period either party can terminate the employment either by serving a one (1) months' notice in writing, provided that the Company reserves the right to terminate your employment by making the payment in lieu of the same. The Company also reserves the right to accept in its own judgment, the payment in lieu of the notice period depending upon the work exigencies from you/or your team.

In any case of termination, for whatsoever reason, you are required to complete the severance

Your salary compensation as Cost to Company on an annualized basis during the probation period, with other benefits is enclosed as **Annexure A** to this Offer letter. Your compensation will be subject to Tax Laws in India. The Company reserves the right to modify/alter, in its sole judgment, its employee's compensation and/or benefits, including of yours, from time to time, as it deems necessary.

Please note that during the course of your employment, you shall be expected to do the best of your ability and experience and at all times loyally and conscientiously to perform all the duties and obligations required of and from you to the satisfaction of the Company. During this term of your full-time engagement, you are required to devote all of your business time and attention to the business of



Annexure A  
COST TO COMPANY

Salary Structure	Annually	Monthly
Basic	87,500.00	7,291.67
HRA	35,000.00	2,916.67
Conveyance	19,200.00	1,600.00
Medical	15,000.00	1,250.00
Children Allowance	2,400.00	200.00
Special Allowance	80,900.00	6,741.67
LTA	10,000.00	833.33
		-
		-
<b>Gross Salary</b>	<b>2,50,000.00</b>	<b>20,833.33</b>
<b>Other Benefits:</b>		-
Gratuity	4,156.25	-
Insurance	14,000.00	-
		-
<b>Cost to Company (CTC)</b>	<b>2,68,156</b>	

1. Benefits:

1. Personal Accident Policy - The Company has taken a Group Personal Accident Policy wherein the sum assured is INR 2,00,000.
2. Mediclaim Policy - You, your spouse and 2 of your kids will be covered under Group Mediclaim Policy for INR 5,00,000 per annum under a floater scheme.

2. Gratuity

You will be entitled for the benefits of Gratuity as per the applicable laws, after completing the 5 years of continuous services with the Company.



20211E0012  
**Vahini Poultries Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

October 26, 2022

To,  
Ms. Gudivada Shree Keerthi,  
g.shreekeerthi1221@gmail.com  
6281625662

**Ms. Gudivada Shree Keerthi,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year** (Inclusive of all allowance) **subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

  
Manager - HR





20R11E0014



11-May-2022

**Gundugollu Sownikya**  
**Hyderabad**

**Req: Offer of employment**

Dear Gundugollu,

We are pleased to offer you the **position of Associate - Claims** at Legato Health Technologies LLP and your work location will be **Hyderabad - Phoenix**. We hope you are as excited about this opportunity as we are to have you on our team.

The annualized salary being offered to you is **INR.231000/- (Two Lakh Thirty One Thousand Rupees Only)** less applicable withholding taxes. The detailed compensation structure is given in Annexure - A.

This offer is contingent upon (i) your acceptance of the same within 3 business days; (ii) on confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of **12-May-2022** and at all times thereafter, (iii) the successful verification of your background information; (iv) you reporting to Legato on the Date of Joining, and (v) submission of all mandatory documents as requested by Legato latest by or before the 10<sup>th</sup> Date of Joining. Legato reserves the right to withdraw/ revoke this offer at its sole discretion at any time either prior or upon completion of 10<sup>th</sup> day of your, Date of Joining with due communication to you, for failure of submission of all mandatory documents or any failure by you to comply with all conditions mentioned in this offer letter.

On the Date of Joining, you are required to produce certified true copies of all your credentials as asked for, failing which Legato reserves the right to withdraw/ revoke your offer of employment.

Your employment with Legato will commence on the Date of Joining and subject to completion of all joining formalities, including those conditions mentioned above. The joining conditions also include you being present to complete the Legato induction and on-boarding process in person. You will also need to complete related induction processes. Please note the Legato property including, but not limited to, the laptop, intellectual property, notes, reports etc., as may be provided to you are the property of Legato at all times and are to be used with utmost care. The property of Legato is subject to inspection by Legato personnel at any time with or without notice.

You will also be required to sign an employment agreement and confidentiality agreement with Legato on the Date of Joining. Please note that no relationship (employment, contractual or otherwise) will exist between the parties until and unless the following conditions are fulfilled such as (a) the employment agreement is fully executed by you (b) mandatory documents are submitted by you on or before the 10<sup>th</sup> day of your Date of Joining (c) successful completion of the entire induction and on-boarding process as discussed above,

We look forward to you joining the Legato team!  
Sincerely,

**Mosur K Saisekar**  
Country Head  
Legato Health Technologies LLP

**Gundugollu Sownikya**  
Date:

Legato Health Technologies LLP | www.legato.com

Bangalore | Hyderabad | Gurgaon

Head Office: Maratha Embassy Business Park, Floors 6-10, Block Bangalor (L1), Outer Ring Road,  
Nagarahalli, Bengaluru, Karnataka - 560045 | Ph: 080-6152-0090

LLPIN: AAL-0528 | PAN: AAHFL3810G

**Annexure – A**

<b>Associate Name: Gundugollu Sowmikya</b>		
<b>Designation: Associate - Claims</b>		
<b>Component</b>	<b>Per Annum (INR)</b>	<b>Per Month (INR)</b>
Basic Salary	198000	16500
HRA	2717	227
LTA	--	--
Special Allowance	--	--
<b>Gross Salary</b>	<b>200717</b>	<b>16727</b>
Employer's contribution to PF	23760	1980
ESI	6523	544
Total Fixed Pay	231000	19250
<b>Cost to Company (CTC)</b>	<b>231000</b>	<b>19250</b>

**Note:**

- Legato Health endeavors to protect the health and safety of its employees and officers at all times. In this regard, the company mandates that all its employees are fully vaccinated before they are offered employment with the company. You must hereby declare and provide proof that you have been fully vaccinated as per the requirements of the Government of India. If you have not been fully vaccinated or have not completed at least the first dose of the vaccination process with the second dose planned, you are not eligible to be appointed with the company. Concealment of vaccination status or production of false documentation shall result in immediate termination.
- Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.
- As per Payment of Gratuity Act, 1972, you will be eligible for gratuity payment that will be over and above your CTC.
- Shift Allowance payable based on the shift timing (except general shift).
- Transport deduction is applicable only for associates working in general shifts.
- Medical Insurance cover for Associate including five dependents for a principal amount of INR 3,00,000/-
- Coverage amount for Personal accident and Term Life Insurance would be 5 times of CTC each
- Notice period will be 3 months
- Employee State Insurance (ESI) deduction applicable as per ESI Act 1948

Sincerely,

**Mosur K Saisekar**  
Country Head  
Legato Health Technologies LLP

**Gundugollu Sowmikya**  
Date:





20211E0016  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

**OFFER LETTER**

**October 26, 2022**

To,  
Ms. Gurrala Shircesha,  
gurralashircesha666@gmail.com  
9398011972

**Ms. Gurrala Shircesha,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance)** subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

  
Manager - HR



**Synchrony International Services Pvt. Ltd.**  
Regd Office: Building Parcel - 3, Knowledge City  
Floors 2 to 5, Unit 2 and 3, Plot No.2  
Survey no. 83/1, Phase - 1, Raidurg Village  
Serilingampally, Hyderabad.  
Telangana - 500081.  
GST Details: 36AADCR9682D1Z3  
CIN No. U72200 TG 2008PTC 088404,  
T 91-040 6765 0000

28<sup>th</sup> Feb 2022

Jangiti Sneha

Hno 5-3-37, Housing Board, Indira Nagar Colony, Moulali, Hyderabad 500040

Dear Sneha,

**Sub: Fixed Term Appointment Letter**

We are glad to offer you an appointment with **Synchrony International Services Pvt Ltd** as **Representative Customer Service** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your fixed annual salary on joining will be **Rs.300000/-** and this will include all allowances in accordance with the Company rules and as indicated in Annexure II. In addition to this, you shall also be entitled to the following as per Company Policy and rules as applicable
  - Medical insurance covering hospitalization expenses of up to Rs.2,50,000/- for you and up to three of your dependant
  - Personal Accident Insurance of up to Rs.6,00,000/- for you as per Company Policy and rules.
  - Group Term Life Insurance cover of **Rs.10,00,000/-** during your tenure in Synchrony International Services Pvt Ltd.

You are eligible for **Night Shift Allowance** depending on your working hours as per the Company's Night Shift Allowance policy in force.

In addition, you will be reimbursed business related expenses in accordance with relevant company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties. The reimbursement amounts are subject to an on-going review and are dependent on the way Synchrony International Services Pvt Ltd [Formerly known as GE Global Servicing Pvt Ltd] chooses to administer compensation.

2. Your initial place of work will be at **Hyderabad**. However, your services are transferable, and you may be assigned to any location in India or abroad where the Company or any one of its associates or customers, conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office except while travelling on business, as assigned to you by your superiors and as per applicable laws in force. You will be required to work 5 days a week and as per the shift timings scheduled for the role. Your daily working hours would be 9 hours including 1 hr break.
4. Your services under this contract may be terminated by either party, giving a written notice of one month to the other party or on payment of salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice from you and may at its sole discretion enforce the notice period. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy with official signatures). Notice of termination in electronic form where identity cannot be ascertained, such as SMS or personal email, or through oral communication shall not be accepted as adequate notice for the purpose of this agreement.
5. You will be entitled to leaves as per Company leave policy. Accumulation/carry-forward of leave will be governed as per the existing Company policy in force.

*Kanchari*



20211E0018  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Galcor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

October 26, 2022

To,  
Mr. Jaanu Ranaprathap,  
Jannuranaprathap2799@gmail.com  
9381338605

Mr. Jaanu Ranaprathap,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

  
Manager - HR





20R11E0019



11-May-2022

Karanam Sandhya  
Hyderabad

**Reg: Offer of employment**

Dear Karanam,

We are pleased to offer you the position of **Associate - Claims** at Legato Health Technologies LLP and your work location will be **Hyderabad - Phoenix**. We hope you are as excited about this opportunity as we are to have you on our team.

The annualized salary being offered to you is **INR.231000/- (Two Lakh Thirty One Thousand Rupees Only)** less applicable withholding taxes. The detailed compensation structure is given in Annexure - A.

This offer is contingent upon (i) your acceptance of the same within 3 business days; (ii) on confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of **12-May-2022** and at all times thereafter, (iii) the successful verification of your background information; (iv) you reporting to Legato on the Date of Joining, and (v) submission of all mandatory documents as requested by Legato latest by or before the 10<sup>th</sup> Date of Joining. Legato reserves the right to withdraw/revoke this offer at its sole discretion at any time either prior or upon completion of 10<sup>th</sup> day of your, Date of Joining with due communication to you, for failure of submission of all mandatory documents or any failure by you to comply with all conditions mentioned in this offer letter.

On the Date of Joining, you are required to produce certified true copies of all your credentials as asked for, failing which Legato reserves the right to withdraw/revoke your offer of employment.

Your employment with Legato will commence on the Date of Joining and subject to completion of all joining formalities, including those conditions mentioned above. The joining conditions also include you being present to complete the Legato induction and on-boarding process in person. You will also need to complete related induction processes. Please note the Legato property including, but not limited to, the laptop, intellectual property, notes, reports etc., as may be provided to you are the property of Legato at all times and are to be used with utmost care. The property of Legato is subject to inspection by Legato personnel at any time with or without notice.

You will also be required to sign an employment agreement and confidentiality agreement with Legato on the Date of Joining. Please note that no relationship (employment, contractual or otherwise) will exist between the parties until and unless the following conditions are fulfilled such as (a) the employment agreement is fully executed by you (b) mandatory documents are submitted by you on or before the 10<sup>th</sup> day of your Date of Joining (c) successful completion of the entire induction and on-boarding process as discussed above.

We look forward to you joining the Legato team!  
Sincerely,

**Mosur K Salsekar**  
Country Head  
Legato Health Technologies LLP

**Karanam Sandhya**  
Date:

Legato Health Technologies LLP | www.legato.com

Bangalore | Hyderabad | Gurgaon

Head Office: Maryata Embassy Business Park, floors 6-10, Block Sanyan 2.11, Outer Ring Road,  
Nagarahalli, Bangalore, Karnataka - 560045 | Ph: 080-6152-0000

LLPN: AAL-0528 | PAN: AAHL3010G

**Annexure – A**

<b>Associate Name: Karanam Sandhya</b>		
<b>Designation: Associate - Claims</b>		
<b>Component</b>	<b>Per Annum (INR)</b>	<b>Per Month (INR)</b>
Basic Salary	198000	16500
HRA	2717	227
LTA	--	--
Special Allowance	--	--
<b>Gross Salary</b>	<b>200717</b>	<b>16727</b>
Employer's contribution to PF	23760	1980
ESI	6523	544
<b>Total Fixed Pay</b>	<b>231000</b>	<b>19250</b>
<b>Cost to Company (CTC)</b>	<b>231000</b>	<b>19250</b>

**Note:**

- Legato Health endeavors to protect the health and safety of its employees and officers at all times. In this regard, the company mandates that all its employees are fully vaccinated before they are offered employment with the company. You must hereby declare and provide proof that you have been fully vaccinated as per the requirements of the Government of India. If you have not been fully vaccinated or have not completed at least the first dose of the vaccination process with the second dose planned, you are not eligible to be appointed with the company. Concealment of vaccination status or production of false documentation shall result in immediate termination.
- Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.
- As per Payment of Gratuity Act, 1972, you will be eligible for gratuity payment that will be over and above your CTC.
- Shift Allowance payable based on the shift timing (except general shift).
- Transport deduction is applicable only for associates working in general shifts.
- Medical Insurance cover for Associate including five dependents for a principal amount of INR 3,00,000 /-
- Coverage amount for Personal accident and Term Life Insurance would be 5 times of CTC each
- Notice period will be 3 months
- Employee State Insurance (ESI) deduction applicable as per ESI Act 1948

Sincerely,

**Mosur K Saisekar**  
Country Head  
Legato Health Technologies LLP

**Karanam Sandhya**  
Date:





## APPOINTMENT LETTER

**15 September, 2022**

Dear **Kola Swathi,**

This is with reference to discussion you had with us recently. We are pleased to offer you the **position of a Associate** on the following terms:

### 1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

### 2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual **basic salary of Rs 64400**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### 3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

**ANNEXURE I**

<b>Name</b>	<b>Kola Swathi</b>
<b>Designation</b>	<b>Associate</b>
<b>Date Of Joining</b>	<b>16 September, 2022</b>
<b>Level</b>	<b>AA</b>
<b>Basic</b>	<b>64400</b>
<b>House Rent Allowance</b>	<b>32200</b>
<b>Bonus</b>	<b>16800</b>
<b>WBP</b>	<b>28721</b>
<b>PF</b>	<b>11162</b>
<b>Gratuity</b>	<b>3098</b>
<b>ESI</b>	<b>4619</b>
<b>Target Cost To Company (per Annum)</b>	<b>161000</b>



Dear Kota Lakshmi Aparna,

TBRC Business Research Pvt. Ltd. ("The Business Research Company") is pleased to offer you the job as "**Finance Executive**". We trust you will use your knowledge, skill and commitment to perform to the best of your ability with our company.

This offer will be effective from 26<sup>th</sup> October 2022.

**Designation** : Finance Executive  
**Business Unit** : HR & Finance  
**Location** : Hyderabad  
**Position Type** : Permanent

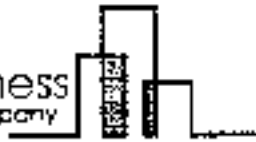
(All in INR)

Particulars	Annual Income	Monthly
Basic	180,000	15,000
HRA	72,000	6,000
Conveyance Allowance	19,400	1,617
Special Allowance	20,000	1,667
Regulatory Bonus	7,000	583
<b>Gross Salary</b>	<b>298,400</b>	<b>24,867</b>
Employer Contribution t/w PF	21,600	1,800
<b>TOTAL CTC</b>	<b>320,000</b>	<b>26,667</b>

**Notes:**

All payments are subject to Employee contribution towards PF and income tax deducted at source as applicable.

Notice period will be 2 months. Probation Period will be 3 months.



### Terms & Conditions

Terms and conditions of your employment will be as per the terms of the Employee Handbook and other documents executed between you and the Company

The candidate will be expected to provide and submit all the relevant documents within 1 to 2 weeks of accepting the offer.

To accept the offer please sign scan and return it to us by 4<sup>th</sup> November 2022. By signing you are contracting to join the company on the given date.

Signature \_\_\_\_\_

Name: Kota Lakshmi Aparna

Date \_\_\_\_\_

Many thanks

Oliver Guirham

Director

**TBRC Business Research Private Limited**



To,

Saikiran Malyala,  
 Location: Hyderabad  
 India Business Title: Associate - Financial Services Operations  
 Workday Title: Financial Services Operations Representative I  
 Grade: S1

Dear Saikiran Malyala,

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased to appoint you in its services with effect from December 21, 2022 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guidelines may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earliest opportunity and shall be binding upon you.

**1. Designation:**

1.1 The Company agrees to employ you, and you agree to act as "Associate - Financial Services Operations" (India Business Title) and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2.1 You will be entitled for an annual cost to company (CTC) of Rs. 3,53,688 (Rupees Three Lac Fifty Three Thousand Six Hundred Eighty Eight Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amounts payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any, and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

**3. Entitlement to other benefits:**

3.1 You will be entitled to provident fund, leave travel allowance, personal accident insurance, mediclaim and any other such benefits as per the Company's policies from time to time and as may be applicable to the same class of employees.

**4. Place of work and Transfer:**

4.1 Your initial place of work will be at Hyderabad, India. However, your services are transferable and you may be assigned to any location in India or abroad, where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**5. Shift timings:**

5.1 As the Company functions 24 hours a day and 7 days a week, you will be required to work in shifts as per the requirements of the Company. You will be expected to attend to office except while traveling on business as assigned to you by your superiors. You will be entitled to staggered weekly offs as per the shift schedule put up from time to time.

**6. Probation:**

6.1 You would be on probation until you successfully complete your probationary period and the same is confirmed to you through a confirmation letter. The probationary period is for 90 days and may be extended in case there is a gap in performance and you would be notified on or before your probation date in such a case. At any time, during the probationary period, either you or the company may terminate your service by giving 30 days of notice or the company may at its absolute discretion make a payment or payments representing basic salary or any other contractual entitlements (except any performance based variable bonus) to which you would be otherwise be due in the notice period in lieu thereof.

**7. Termination:**

7.1 Upon completion of probation period and confirmation, either party shall have the right to terminate this letter upon 2 month(s) notice in writing to the other. The company at its discretion, may permit the termination of employment upon payment of 2 month(s) salary in lieu of the 2 month(s) notice.

7.2 Without limitation to Clause 6.1 above, the Company shall be entitled to terminate your employment by giving a written notice of 60 days, if you shall:

- (i) in any material respect, neglect or fail to carry out or refuse to attend to, or commit any material breach or non-observance of the terms of this letter or your duties or obligations under this letter or of any policies framed by the Company or if you shall repeat or continue after warning any material breach of such obligations or policies; or
- (ii) be convicted by any court of any offence involving moral turpitude; or
- (iii) be found to be of unsound mind by a court of competent jurisdiction; or
- (iv) be an un-discharged insolvent; or
- (v) have applied to be adjudicated as an insolvent and your application is pending; or





If the Company terminates your employment pursuant to this Clause 7.2, you shall not be entitled to pay in lieu of notice or any other payment except for such sums as shall have accrued due at the date of termination of the employment.

- 7.3 If the Company has reasonable grounds to believe it may have a right to terminate the employment by Summary Notice, it shall be entitled (but without prejudice to its right subsequently to terminate the employment on the same or any other ground) to suspend you or fell out during the period of any enquiry or investigation into the circumstances giving rise to such belief.
- 7.4 The Company may terminate the employment forthwith by paying salary and the value of all other contractual benefits (all discounted to reflect any benefit to you which would result from early payment thereof) in lieu of the required period of notice and it is expressly agreed and declared that such payment in lieu of notice shall not constitute a repudiation of this letter. Any such payment shall be made net of tax and statutory deductions.
- 7.5 Termination of the Agreement under this Clause 6 would be without prejudice to:
- (a) The Company's right to claim the actual damages or loss suffered through the breach;
  - (b) Any remedies to which the Company may be entitled under contract, law or equity; and
  - (c) The Company's rights with respect to any action or right accrued prior to termination.

## 8. Retirement:

- 8.1 You will retire on attaining the age of 60 or on being declared medically unfit for service by the competent medical authority appointed by the Company.

## 9. Whilst employed by the Company:

- a) You will not be permitted to undertake any other employment or engage in any external activities of counter-claim nature without prior written approval.
- b) You will be required to effectively carry out all duties and responsibilities assigned to you by your Project Manager and others authorized by the Company to assign such duties and responsibilities to you. Your performance will be subject to annual appraisal by your Project Manager.
- c) Except in the proper course of your employment, or hereafter you shall not divulge to any third party any information regarding the business matters of the Company or information regarding its customers. All information that comes to your knowledge by reason of employment with the Company is deemed to be confidential.
- d) You should not conduct yourself in any manner amounting to breach of confidence required in your position or inconsistent with the position of responsibility occupied by you.
- e) You shall be subject to the rules and regulations of the Company. In addition, you shall not have any authority or the right to make any representations, contracts or commitments for or on behalf of the Company that imply or otherwise pledge the credit of the Company for your personal sake.

## 10. Credentials:

- 10 Your continuation in service is subject to satisfactory verification of your credentials. Your services can be terminated without any notice and without giving any reasons, if at any time it is found that you have concealed any material information or have given false information.

## 11. Discipline:

- 11.1 You will be required to apply and maintain the highest standard of personal conduct and integrity, comply with all Company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc would warrant strict disciplinary action from the Company.

## 12. Upon Separation:

- 12.1 Upon separation from the Company you will be required to immediately return to the Company all assets and property of the Company including documents, files, data and access to your possession or custody. Further, at the time of leaving the Company you shall hand over the charge to the authorized person and obtain a NO DUE CERTIFICATE from your section head to enable the management to relieve you from the service and settle your account.

## 13. Address for communication:

- 13.1 You have given your address, as it appears at the beginning of this letter. Any communication sent to it at address shall be deemed to have been served upon it received by you. It is your responsibility to inform the Company about any change in the address.

## 14. Documents to be submitted at the time of Joining:

- 14.1 At the time of reporting for duty you are required to submit the following documents:
- a) Copy of relieving letter from the previous employer.
  - b) Copy of birth certificate/ school leaving certificate.
  - c) Copies of all academic certificates.
  - d) Copy of last three months pay slips from the previous employer.
  - e) If member of Provident Fund scheme, the membership number and the Universal Account Number (UAN).
  - f) Form 16-(1) (pertaining to the deduction at source) from the previous employer.
  - g) 5 Passport size color photographs.

## 15. Non-Competes:

- 15.1 You shall not, during the term of this arrangement, directly or indirectly, by yourself or through any relative, own, manage, control, participate in, consulti, render services for, or engage in any business competing with the business of the Company or its group companies within India or abroad, undertake any professional activities other than in terms of this Agreement that may be deemed in the sole judgment of the Company, to constitute a conflict of interest with the business of the Company.



15.2 You hereby acknowledge and agree that the provisions of this Clause 15 are reasonable with respect to its duration, geographical area and scope, narrowly tailored and necessary to protect and preserve the legitimate business interests of the Company and that the Company would be irreparably damaged if you were to breach the covenants contained in this Clause 15.

15.3 The Company and you agree that if the restrictions envisaged herein are held to be void by a court of competent jurisdiction, the same would be valid and enforceable if modified or altered to the extent necessary to permit its enforcement and such restrictions shall apply on you with such modification.

**16. Terms of IT System Usage:**

16.1 You recognize, understand and agree that your email, internet, intranet and voicemail have been provided for business use only.

16.2 You are aware and agree that the Company reserves the right to monitor your use of the internet, bulk fee email and browsing, and voicemail and the intranet. This may be done without your consent or knowledge, at any time. You further agree that you are aware that violations of this policy may subject you to disciplinary action, up to and including termination of employment without any severance pay.

**17. Secrecy Declaration:**

17.1 Upon your accepting this appointment letter, you will be required to execute the Secrecy Declaration in the format provided in Annexure B, hereof.

**18. Assignments:**

18.1 Your obligations under this letter are personal in nature and shall not be assigned or transferred by you.

**19. Non-Waiver, Amendment:**

19.1 No failure by the Company to exercise, nor any delay by the Company in exercising, any right, power or remedy hereunder shall operate as a waiver of the or any other right, power or remedy of the Company, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise of any other right, power or remedy.

19.2 This Agreement may only be amended or supplemented by an instrument in writing duly executed by you and the Company.

The terms of this letter are intended to be kept strictly confidential.

All other terms and conditions will be governed by the Company's policies as stated from time to time. The Company's policies are enumerated in the employee handbook, which is displayed on the Company Intranet.

This letter shall be governed by and interpreted in accordance with the laws of India.

Kindly sign and return a copy of this letter and the Secrecy Declaration provided in Annexure B herof, within a period of 15 days from the date of signing this letter. Please initial each page in acceptance of the terms and conditions set out herein.

The Company takes pleasure in welcoming you and hopes that you find a long and a successful career with it.

With Best Wishes,

For D&T Worldwide Services India Private Limited

**Authorized Signatory**

I hereby accept the terms and conditions therein and return the duplicate copy signed in token of my acceptance.

Signature:

Name:

Place:

Date:

Annexure		
Employee Name :	Saikiran Malysa	
Grade :	S1	
India Business title:	Associate - Financial Services Operations	
Workday Title:	Financial Services Operations Representative 1	
Location:	Hyderabad	
<b>Salary &amp; Benefits</b>	<b>Salary Per Month</b>	<b>Salary Per Annum</b>
<b>Fixed Pay</b>		
Basic Salary	8,750	1,05,000
HRA	3,500	42,000
Transportation Allowance	3,000	36,000
Statutory Bonus	2,500	30,000
Special Allowance	5,167	62,004
Odd Hour Shift	2,083	24,996
<b>Gross Salary</b>	<b>25,000</b>	<b>3,00,000</b>
<b>Annual Gross Pay (AGP)</b>		<b>3,00,000</b>
<b>Provident Fund</b>		
Provident Fund (Employer's Contribution)	1,800	21,600
<b>Total CTC (AGP+Provident Fund)</b>		<b>3,21,600</b>
<b>Additional Benefits</b>		
Mediclaim & GPAP Insurance		25,000
GTL Insurance		2,033
Gratuity *		5,051
<b>Grand Total CTC</b>		<b>3,53,684</b>
<b>Variable Benefits **</b>		
Night Shift Allowance	2,000	24,000
Odd Hour Conveyance (Night Shift)	3,000	36,000

\* As per the Gratuity Act, 1972

\*\* Employees are eligible to participate in SS&C DST's annual cash bonus plan, pro-rated on the actual start date for the first calendar year. This is a discretionary plan and the distribution of bonuses is contingent upon SS&C DST's overall financial success as well as upon the individual contribution toward our success.

for DST Worldwide Services India (P) Limited

Authorized Signatory

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

23-Dec-2022

C7464745



For Accenture use only

**Sai Venugopal Marri**

Plot no:92, Manju Ashok Enclave, Vimala Devi Nagar, Malkajgiri, Medchal district, Hyderabad Telangana

Management Level - 13

Sublevel - 3

Job Profile - **Transaction Processing New Associate**

Job Family Group - **Business Process Delivery**

Business Deal - **Digital Operations**

Dear Sai Venugopal,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Hyderabad, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) 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 is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company 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 employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

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.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 255200** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) 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 & documentation provided by you at the registration stage. You understand and acknowledge that this offer & 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 may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Hi Venugopal, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call kilaparthi.soundarya at 9632256722 should you have anything you would like to discuss further.



We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Jai  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
(Insert full legal name)

Date:

Candidate's signature \_\_\_\_\_

**ANNEXURE 1**

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 220000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 220000	INR 255200

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 1.81% of annual basic)	INR 3700
Medical Insurance Premium paid by Company	INR 11300

(D)#Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

(E)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan - to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 3300 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

Annual fixed compensation of INR 220000/-; this includes advances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY25 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% 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 individual 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/regulation 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 set down by the authorities.

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

**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) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (if you contribute towards Employee Provident Fund)	Company

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 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.

a) You have the option of availing Aetna negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. 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.

b) 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 and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children 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 Aetna 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 one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Aetna 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 any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time based company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on AON Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares of 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 services

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

#### 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 as any 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 4

### REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulatory 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 3**

**DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as '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 employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or delay 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 the Company 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 the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, 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 the Company. 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 the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_

[Insert full legal name]

Date:

20211 E0030



# VERZEO

27 January 2022

Dear **MEESALA SRILEKHA,**

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **7 February 2022 to 16 February 2022**

OJT Start Date: **17 February 2022**

OJT End Date: **16 August 2022**

Stipend: **INR 15000 Per Month + INR 10000 as incentives** (Subject to statutory deductions)

Target: **220000 INR per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **VERZEO EDUTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **7 February 2022**.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ support@verzeo.com ☎ +91-8047166564

3rd Floor, 14th Cross Rd, Sector 6, HSR Layout, Bengaluru, Karnataka-560102.  
CIN : U80900KA2018PTC109500, GSTN : 29AAGCV2536B12G, PAN : AAGCV2536B.





## Internship Joining Letter

Dear Nalluri Narashimha Nikhil,

Congratulations on receiving and accepting the Internship Offer as 'Jr. Financial Analyst - LV1' from Success Trading. Please note that this is an unpaid internship held online starting from 22<sup>nd</sup> Nov 2021 to 13<sup>th</sup> Dec 2021. During the period of this internship your responsibilities include the following:

1. Staying updated on financial news related to the foreign exchange markets and perform AB-Testing with pre and post market changes with news reliance.
2. Perform technical analysis on long term financial reports to derive actionable insights on short term intraday recursions and other relevant key changes.
3. Record, analyse and report investment updates to various investors and maintain and track relationship changes with various clients.

Ensure you are available to attend the internship 10am to 1pm starting Nov 22<sup>nd</sup> 2021' to Dec 13<sup>th</sup> 2021'. Failing to ensure the availability during the specified period of internship or low performance could lead to cancellation of this internship and any certificate issued or to be issued will be cancelled along with or withheld hereby.

We wish you a rich and knowledgeable experience throughout this period and are looking forward to welcoming to the team.

Reporting Date: 19<sup>th</sup> Nov 2021'

Joining Date: 22<sup>nd</sup> Nov 2021'

Duration of internship: 3 weeks (21 days)

Point of contact: Nirupama Sundaram

Nirupama\_b@success trading.co.in



For SUCCESS TRADING  
  
Authorized Signatory

Director of Operations



09-Dec-2022

N. Smithanya Reddy  
H.No:30, Plot No.266/9/86  
Deendayal Nagar, Neeredmet  
Malkajgiri, Hyderabad, Telangana - 500056

**Subject: Offer letter for post of Content Writer**

Dear Ms. N. Smithanya Reddy,

We are pleased to offer you, the position of Content Writer with Rohini Edu Services Pvt Ltd on the following terms and conditions:

Your employment will be effective, as of 14<sup>th</sup> Day of December 2022. You will be paid a consolidated salary of **Rs 2,00,000 per annum**.

You will be posted at Hyderabad, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

**In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Office, 4-14, Butta House, 2<sup>nd</sup> Floor, KPHB Road, Madhapur, Hyderabad, TG within 10 days.**

All the best

Regards



General Manager  
Rohini Edu Services Pvt Ltd



20211E0037



# VERZEO

27 January 2022

Dear PRATHIKANTI SUSHMITHA,

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**  
Training Date: **7 February 2022 to 16 February 2022**  
OJT Start Date: **17 February 2022**  
OJT End Date: **16 August 2022**

Stipend: **INR 15000 Per Month + INR 10000** as incentives (Subject to statutory deductions)  
Target: **220000 INR per month.**

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **VERZEO EDUTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **7 February 2022**.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ support@verzeo.com ☎ +91-8047166564

3rd Floor, 14th Cross Rd, Sector 6, HSR Layout, Bengaluru, Karnataka-560102.  
CIN : UB0900KA2018PTC109500, GSTN : 29AAGCV2536B1ZG, PAN : AAGCV2536B.



20211E0038



# VERZEO

27 January 2022

Dear R Malavika,

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**  
Training Date: **7 February 2022** to **16 February 2022**  
OJT Start Date: **17 February 2022**  
OJT End Date: **16 August 2022**

Stipend: **INR 15000** Per Month + **INR 10000** as incentives (Subject to statutory deductions)  
Target: **220000** INR per month.

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **VERZEO EDUTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **7 February 2022**.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

✉ support@verzeo.com ☎ +91-8047166564

3rd Floor, 14th Cross Rd, Sector 6, HSR Layout, Bengaluru, Karnataka-560102.  
CIN : U80900KA2018PTC109500, GSTN : 29AAGCV2536B12G, PAN : AAGCV2536B.





20211E0041

CI No.U80902TG2021PTC149052

Ref No: RES202113

15-Sep-2021

S. Padma

H.No. 1-10-28/242/67, Siva Sai Nagar  
Kushaiguda, Hyderabad, Telangana - 500062

**Subject: Offer letter for post of Content Writer**

Dear Ms. S. Padma,

We are pleased to offer you, the position of Content Writer with Rohini Edu Services Pvt Ltd on the following terms and conditions:

Your employment will be effective, as of 21<sup>st</sup> Day of September 2021. You will be paid a consolidated salary of Rs 2,00,000 per annum.

You will be posted at Hyderabad, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Office, 4-14, Butta House, 2<sup>nd</sup> Floor, KPHB Road, Madhapur, Hyderabad, TG within 10 days.

All the best

Regards

General Manager  
Rohini Edu Services Pvt Ltd

20R11E0042

**Offer Letter**

**05-January-2022**

**Dear,**

**Ms. T.LAVANYA**

**Congratulations!**

With reference to the discussion had with you recently, it is our pleasure to make you an offer as **Lead Generation Executive** in our esteemed organization working out of our **Resolute B2B** office @ Uppal, Hyderabad.

1. Your proposed salary will be **Rs. 20,000 CTC** per month. Kindly refer to the salary break-up in Annexure 1. TDS is applicable as per Government rules.
  2. Apart from monthly CTC you are eligible for performance likened incentives **Rs.10,000/-** per month (Paid upon achieving points more than assigned monthly targets)
  3. You are required to join on 21-March-2022, positively. (Any change in joining date must be obtained with prior approval from the Human Resources Department).
  4. Your Shift timings 5:15 pm to 3:00 am).
  5. Your probation period will be for a period of 3 months.
  6. During the course of association with us your performance will be reviewed regularly.
  7. You are required to sign a Non - Disclosure, Non - Compete Agreement (NDA) on the day you join.
  8. Kindly give your acceptance of the offer by written mail.
  9. This offer is open and valid till the above-mentioned joining date failing which; this offer shall stand automatically revoked without any further liability to you.
  10. You are requested to report to the HR Department at 5:00 PM on the given date to complete the documentation. At the time of documentation you are requested to submit the copies of documents as per Annexure 2.
- \*\* As per the company rules and would vary depending on the Income Tax rules.

We welcome you to Resolute Group & Resolute B2B LLP and look forward to a mutually beneficial relationship.

**Best Wishes,**

**S Pavan Kumar**  
**Human Resources**  
**RESOLUTE B2B LLP**

**Address to report on your joining date - HYDERABAD Office:**  
**3rd Floor, Wing B, NSL SEZ (Hyderabad) IDA Uppal, Hyderabad.**



**ANNEXURE -1**

**Salary break-up**

**Name of employee: TALAKAYALA LAVANYA**  
**Department: B2B Operations**  
**Designation: Lead Generation Executive**

**Annexure - Salary Structure**

Fixed Salary Components	Annual	Monthly
Basic Salary	98,856	8,238
House Rent Allowance (HRA)	39,540	3,295
Conveyance	24,996	2,083
Medical Reimbursement	24,996	2,083
Bonus	8,244	687
Special Allowance	1,080	90
<b>Gross salary (A)</b>	<b>197,712</b>	<b>16,476</b>
<b>Retirement Benefits</b>		
Employer's contribution to Provident Fund (PF)	11,868	989
Employer's contribution to ESI	6,426	535
<b>Gross Total (B)</b>	<b>18,294</b>	<b>1,524</b>
<b>Variable Pay</b>		
Night Shift Allowance	24,000	2,000
Incentives	120,000	10,000
<b>Gross Total C</b>	<b>144,000</b>	<b>12,000</b>
<b>Cost to Company (CTC) (A+B+C)</b>	<b>360,006</b>	<b>30,000</b>
<b>Deductions</b>		
Employee's contribution to Provident Fund (PF)	11,868	989
Employee's contribution to ESI	1,483	124
Professional Tax	1,800	150
<b>Net Deductions</b>	<b>15,151</b>	<b>1,263</b>
<b>Net Take Home</b>	<b>344,855</b>	<b>27,213</b>

Variable Pay
Incentives paid upon achieving points more than assigned monthly targets
Night Shift Allowance will be Paid for actual worked days

**Please Note:** Salary details are confidential and must be kept so. HR shall take appropriate disciplinary action in case you fail to maintain utmost confidentiality.

The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies



**ANNEXURE 2**

**List Of Documents**

I. At the time of joining, you are requested to submit hard copies & scanned copies of the following documents.

\* Please note that all of the below documents are mandatory and you will not be allowed to join without them.

- Resolute 37B Offer letter.
- Academic and Professional certificates (starting from SSC/10th, Intermediate/+2, Degree, or any relevant educational certificates).
- Date of Birth Proof - 10<sup>th</sup> Certificate.
- Identification proof - Passport / PAN card
- Address proof - Aadhar card/ Driving licence/ Voter card/ Electricity bill
- Copy of PAN card.
- Colour passport size photographs 5 No's.
- Relieving and experience certificate.
- A copy of last 3 month's salary slips and Bank statements (Applicable only in case of having prior work experience).
- Signature proof (Passport copy or Pan Card or 'Signature' certified by the banker).
- Names and address of 2 references with detailed postal address including pin code and contact telephone numbers both land line and mobile (references must be people other than family members or Resolute Group).
- Blood group certificate issued by a diagnostic clinic.
- Covid vaccination certificate

II. Please do bring the original testimonials for verification.

III This offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in the support of the above, the Company reserves the right to revoke the offer at any point of time during your service.

Ref No: 21231007  
17-May-2022



Tappa Sai Teja

Dear Tappa Sai,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 210,002**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **18-May-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,  
For **Cognizant Technology Solutions India Private Limited** ("Cognizant"),



Shibu Balakrishnan  
Sr. Director-Talent Acquisition

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

Signature:

Date:

### Compensation and Benefits

Name: Tappa Sai Teja

Designation: Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1382.142857	16,586
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4574	54,888
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	444	5,328
<b>Annual Gross Compensation</b>			<b>210,002</b>
<b>Annual Total Compensation</b>			<b>210,002</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
<b>Annual Total Remuneration</b>			<b>229,502</b>

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

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

#### Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements, Leaves require manager approval in advance.

#### Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

#### # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI

Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout."

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

#### **Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

#### **\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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

# Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

#### **Note:**

- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant.

#### **Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of 17-May-2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Tappa Sai Teja, \_\_\_\_ (Age) residing at \_\_\_\_\_

(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

#### RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant.

### 1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

### 2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### 3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.



#### 4. Confidentiality

- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

#### **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

#### **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

#### **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

### **13. Unauthorized Absence**

If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

### **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

### **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

### **16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

### **17. Survival**

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## 18. Dispute Resolution and Governing law

The Parties shall make our best efforts to settle by mutual consultation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Tappa Sai Teja**



Shibu Balakrishnan  
**Sr. Director-Talent Acquisition**

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

**Signature:**

**Date:**





20211E0045  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafour Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

**OFFER LETTER**

**October 26, 2022**

To,  
Ms. Uppalaguptapu Monika,  
u.monika5454@gmail.com  
8978397561

**Ms. Uppalaguptapu Monika,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

Manager - HR



20RE110046



Date: 19-Sep-2022

To

**Uppaluri Hari Chandana,**

1/1/241/1630 Kaandhimala Building,  
flat 102 5th floor Bhavani Nagar colony,  
Kapra, Near Radhika Theatre,  
Secunderabad - 500062.

Dear **Uppaluri Hari Chandana,**

Russell Tobin Associates Staffing Solutions India Private Limited is pleased to offer you an employment in the position of **"CIP Consumer-Analyst"** to work for our client Goldman Sachs Services Pvt Ltd in **Hyderabad** location with an annual **CTC of ₹ 350004/-**

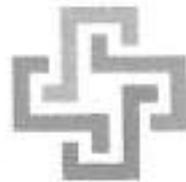
The terms governing your relationship with Russell Tobin Associates Staffing Solutions India Private Limited are as follows:

1. Your employment is tentatively scheduled to commence on or before **03-Oct-2022** with our client **Goldman Sachs Services Pvt Ltd in Hyderabad** location, subject to completion of all mandated client compliance and Russell Tobin Associates Staffing Solutions India Private Limited's onboarding requirements. Your employment period will be governed by the end client's assignment specifications wherein, any changes to the assignment duration communicated by the client will be notified by us, in writing.
2. The working hours and the place of your duty will be as decided by the management and end client to be supported for the duration of your employment.
3. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As employee of this company, you will maintain a high standard of loyalty, efficiency, integrity.
4. Your offer of employment can be revoked with immediate effect if you do not successfully clear the prescribed background screening requirements mandated by the client and/or Russell Tobin Associates Staffing Solutions India Private Limited.
5. The client and/or management will be within its rights to transfer you for work or loan your services to any other unit/division/department where the client has an office or branch or unit or site for work either at present or may have at any time in future.
6. You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work wether paid or in honorary capacity.
7. Your appointment is being made on the basis of your particulars such as qualification, relieving letter, etc. as given by you and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and liable for termination without any notice or salary in lieu thereof.

**RUSSELL TOBIN ASSOCIATES STAFFING SOLUTIONS INDIA PRIVATE LIMITED**  
Global Info City, 4th Floor, Module No. 1, Block A, No. 40, MG Road, Karol Bagh, New Delhi, India  
Perungudi, Chennai-600096. Phone: +91-44-40291420  
CIN No. U74999/DC0118/PTC128070

**Global Headquarters**  
Russell Tobin & Associates LLC, 420 Lexington Avenue, 30<sup>th</sup> Fl, New York, NY 10170

20211 E.0047



# Dr. PATNAM MAHENDER REDDY INSTITUTE of MEDICAL SCIENCES

SPONSORED BY RINISH EDUCATIONAL SOCIETY  
AFFILIATED TO KALOJI HARYANA RAO UNIVERSITY OF HEALTH SCIENCES

09-Dec-2022

**V. Akhila**

H.No. 2-39, Cheekatimamidi  
Bommalaramaram (M)  
Yadadri-Bhuvanagiri Dist, Telangana - 508116

**Subject: Offer letter for post of Tax Associate**

Dear Ms. V. Akhila,

We are pleased to offer you, the position of Tax Associate with Dr. Patnam Mahender Reddy Institute of Medical Sciences on the following terms and conditions:

Your employment will be effective, as of 14<sup>th</sup> Day of December 2022. You will be paid a consolidated salary of **Rs 2,30,000 per annum.**

You will be posted at Chevella, RangaReddy, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

**In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Offer, Near Bus Stop, Chevella (V), Ranga Reddy Dist, Telangana - 501503 within 10 days.**

All the best

Regards



General Manager  
Dr. PMRIMS



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December 28, 2021

Velata Rukmini Srisowmya  
Hyderabad

Dear Rukmini,

JM Financial Services Ltd (the 'Firm') is pleased to offer you an employment in the Firm as a **Management Trainee** in its Elite Wealth Group on the following terms and conditions:

**1. Date of Joining**

You shall join the services of the Firm latest by February 14, 2022. However, this is subject to the Firm receiving satisfactory references, your previous Company's relieving letter and on you being certified medically fit by the Firm appointed doctor, failing which this Contract shall stand cancelled and will hence be null and void.

**2. Probation**

You will be on a probation period of 12 months from the date of your joining which may be extended at the discretion of the Management. Your services in the Firm may be confirmed in writing on successful completion of the probation period. During the period of your probation, your services can be terminated by either party by giving one month's notice in writing to the other party. However, the Firm reserves the right to terminate your services without giving any notice in writing or otherwise to you during such probation period.

Upon your joining the Firm may at its own discretion, hire any Agency to verify inter alia, the information and documents furnished by you. Should there be any discrepancy in the information gathered by the Agency from the information and documents provided by you, the Firm may at its own discretion terminate your employment immediately without any notice or salary in lieu thereof.

**3. Compensation**

In consideration for the services to be rendered by you, the Firm shall pay you the following annual Base Salary:

Basic: Rs. 180,000/- (Rupees One Lakh Eighty Thousand Only)  
House Rent Allowance: Rs. 100,000/- (Rupees One Lakh Eight Thousand Only)  
Supplementary Allowance: Rs. 104,000/- (Rupees One Four Thousand Four Hundred Only)

You are also entitled to Provident Fund, Gratuity and other benefits in accordance with the Firm's policies in effect, and as amended from time to time.

Additionally, you would be eligible to receive a performance linked annual discretionary bonus which shall be based on your individual performance, business performance and the Firm's financial results over a period of twelve months ending March 31st. The discretionary bonus will be determined as a part of the total annual compensation review process at the end of the appraisal period and is payable as per the policy of the Firm, assuming your satisfactory performance and conduct. The discretionary bonus amount shall be payable provided you are employed on the Firm's payroll and are not serving notice period as on date of bonus payout.

**JM Financial Services Limited**

Registered Office: JM Financial Services Private Limited  
Corporate Identity Number: U67130KAH1928PLC15417  
Address: 11th Floor, 5th Wing, Suvorov 2 Road, HSR Layout, 56th Mile, 5th Cross, Bangalore, Karnataka, India. Phone: +91 80 6000 0000  
E: hr@jmf.com | T: 91 80 6000 0000  
Regional Offices: 2nd Floor, Chokkikulam, Appadurai Nagar, 5th Cross, 1st Street, Chennai 600 025  
T: 91 80 4430 3131 | F: 91 80 22 5530 3223 | www.jmfinancialservices.com

**4. Group Insurance Benefit**

You will be covered under Group Insurance policies of the Firm as applicable to all employees from time to time.

**5. Leave**

You will be entitled to a maximum leave of 21 working days in the period April 1st to March 31st each year for reasons as the right to exercise the normal leave type to time.

**6. Firm's Interests**

You shall not be subject to employment or other arrangements of the Firm or to the Firm's holding or acquisition of shares, or any other financial or other interests within the JM Financial Group that are in any way connected with the Firm's business, wherever in India or abroad.

**7. Hours of Work**

Your normal hours of work will be from 9.30 a.m. to 5.30 p.m. Monday to Friday. At the sole discretion of the Firm, you may be asked to work beyond the normal working hours and also on weekends or public holidays if the nature of the work so requires to work on public holidays Saturdays from 9.30 a.m. to 4.30 p.m.

**8. Termination**

You shall be required to give three months' notice in writing to the Firm in writing if you are employed on a permanent basis. The Firm reserves the right to terminate your employment at any time or part of the notice period at its sole discretion. If you are employed on a permanent basis and you request you shall not be entitled to receive any gratuity or other benefits payable on termination of your employment. In the event of termination of your employment by the Firm without notice, you shall receive a gratuity immediately upon the Firm terminating your employment. However, your services may be terminated by the Firm at any time or part of the notice period if you are employed on a permanent basis. In any event, in case of any non-compliance or breach of any of the terms and conditions of your employment, the Firm reserves the right to terminate your employment at any time without notice and without any compensation or other benefits for the time being in force. The Firm shall not be liable for any loss or damage of any kind or for any other business for the termination of your employment. The Firm shall continue to maintain your records and its confidential details.

You shall be required to sign such documents as may be required by the Firm and to provide such information as may be required by the Firm for the purpose of your employment with the Firm. You shall be required to provide such information as may be required by the Firm for the purpose of your employment with the Firm. You shall be required to provide such information as may be required by the Firm for the purpose of your employment with the Firm.

**9. Code of Conduct and Compliance Policies**

You shall be required to strictly comply with the Firm's Code of Conduct and Compliance Policies and to report any breach of the same to the Firm. You shall be required to strictly comply with the Firm's Code of Conduct and Compliance Policies and to report any breach of the same to the Firm.

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Vahini Poultries Pvt. Ltd.

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081. Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## OFFER LETTER

October 26, 2022

To,  
Ms. Vattela Akhila,  
vattelaakhilayadav27@gmail.com  
9951974048

Ms. Vattela Akhila,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For VAHINI POULTRIES PVT LTD

  
Manager - HR





2021 E00 50  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

October 26, 2022

To,  
Ms. Lothukunta Likitha,  
lothukuntalikitha123@gmail.com  
8686373388

Ms. Lothukunta Likitha,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance)** subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For VAHINI POULTRIES PVT LTD

  
Manager - HR



202111E0051



Hexad Solutions India Pvt.Ltd.  
73, Front Basement  
National Park, Lajpat Nagar- IV  
New Delhi - 110024

10<sup>th</sup> December, 2022

Suravu Sandeep  
S/O: Suravu Narsingam  
Yellareddy Gudem  
Srimannarayanapur  
Warangal  
Andhra Pradesh – 506244.

### Personal & Confidential

Sub: Employment offer

Dear- **Suravu Sandeep**,

Following your recent interview, I am pleased to invite you to join the professional staff of **HEXAD SOLUTIONS INDIA PRIVATE LIMITED**. You will be appointed as GIS Engineer. This offer is subject to references satisfactory to the Company and on you presenting a valid Aadhar Card and other valid documents.

As decided your Joining date will be on or before 19th December, 2022.

Please send an email confirming your start date as a token of your acceptance of this offer. This offer is valid for a period of 7 days, and we must receive your acceptance within this period.

You will be under the probation period of 3 months with the company in which both employer or employee can terminate the job/agreement by giving an advance notice of 7 days.

I do hope you will be joining our team and I am confident that you will build a challenging, rewarding, and enjoyable career with us.

Please refer attached further terms and conditions.

Yours sincerely,

Kurt Delia  
Director  
Hexad Solutions India Pvt Ltd.



## STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

1. This is the statement of terms of your employment, and it specifies those terms, which must be in writing. You are asked to show your understanding of the terms and confirming that particulars, on the date of issue of the letter, by signing and returning one copy.
2. Hexad Solutions India Private Limited, 73 Front Basement, National Park, Lajpat Nagar – IV New Delhi -110024 India, will employ you as a member of the professional staff.
3. Your designation and title information are for general information only and not intended to limit your duties or functions to a certain job. Your duties and functions may be modified at the discretion of the Company from time to time. You hereby accept such employment, to the exclusion of all other employments and engagements, on the terms, conditions and stipulations contained herein.
4. You will ordinarily work for Hexad Solutions India Private Limited in India. Your employment will be classed at our Warangal office.
5. Your compensation is as per pay structure detailed in Annexure-I.
6. By accepting this offer, you understand, agree, acknowledge, and undertake that you will be subject to, and you agree to comply with, all applicable Company's policies and procedures, whether in existence or as may be formulated, revised and amended from time to time.
7. Company reserves the right to run shifts, change shift timings, within the applicable laws based on its business needs and all its employees are bound by it.
8. You shall also be not entitled to any monetary and non-monetary benefits, in case of your resignation and you do not serve the agreed notice period as directed by the Company.
9. You are entitled to paid leave and the local public holidays as per company policy. You may be called upon to attend duties as and when required on holidays, as may be scheduled in accordance with the needs of the Company
10. You will be provided with a medical/health insurance based on a standard medical insurance scheme with limits and exclusions as per the policy. The provisions of policy / scheme may change from time to time without any prior intimation to you.
11. Hexad Solutions India Private Limited will periodically review your performance and discuss with you the development of your career and annual increment shall be subject to company policy.
12. You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. The Company shall have the right to relieve you of your duties during the said notice period by making payment (basic salary) for shortfall of notice. Hexad Solutions India Private Limited reserves the right to terminate your services at any time without assigning any reason whatsoever in the event of professional misconduct or breach of the clauses in our employment contract. Hexad Solutions India Private Limited at its sole discretion may choose to relieve you any time during the course of notice period. Please note that upon termination with immediate effect, you will not be eligible for notice pay and salary is paid up to and not beyond the last working day with Hexad Solutions India Private Limited.
13. You will remain on probation period until you receive written confirmation from the Hexad Solutions India Private Limited.
14. You are required to return to Hexad Solutions India Private Limited when leaving Hexad Solutions India

Personal and Confidential



Private Limited employment, all copies of any document and property obtained by you in the course of your employment.

15. During your period of employment with Hexad Solutions India Private Limited and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Hexad Solutions India to terminate his/her employment with Hexad Solutions India Private Limited, or to accept any other employment.
16. During your period of employment with Hexad Solutions India Private Limited and for a period of one year thereafter, you shall not directly or indirectly, in connection with the carrying on of any business similar to Hexad Solutions India Private Limited business at the date of termination of your employment, solicit or do business with any client or customer of Hexad Solutions India Private Limited with whom you have had dealings during the year prior to the termination of your employment with Hexad Solutions India Private Limited.
17. You will not, either during the continuance of this contract or after its termination, disclose or divulge any confidential information, secrets, transactions or information in respect of Hexad Solutions India Private Limited's business, its clients or customers, which may come within your knowledge or possession in the course of your employment without the consent of Hexad Solutions India Private Limited in writing. You must not talk about Hexad Solutions India's work to any press/media without Hexad Solutions India's prior agreement in writing. The details of your financial package must remain completely confidential from other employees of Hexad Solutions India. You are required to observe the provisions set out in the Staff Handbook concerning Intellectual Property, Expenses and Safety at Work.
18. You are required to observe the rules of the Smoking Policy published by Hexad Solutions India Private Limited, which may be updated from time to time.
19. You will need to keep all information pertaining to Hexad Solutions and its subsidiaries, customers and all stakeholders confidential.
20. It is an express condition that you shall not, without express permission, undertake or be connected to any other business, part time or other work or public office on payment or otherwise on your own or on behalf of anyone else. In the event of breach of this condition you will be liable for termination of your services with immediate effect.
21. You will be governed by the rules & regulations in relation to all matters relating to terms & conditions of service as applicable, enforced, amended, or altered from time during the course of your employment. You will comply with all orders and directions given to you by the company and faithfully observe all the rules, regulations, and arrangements applicable to you.
22. You are appointed on the basis of the representation made or facts disclosed in your application for appointment. In case of any fact or representation is found to be wrong or considered to be concealed, it shall invalidate the appointment and shall deem to be automatically cancelled.
23. Terms of this offer are strictly confidential between you and Hexad Solutions India Private Limited and any breach of this confidence will be viewed with utmost seriousness.
24. As Hexad Solutions India Private Limited is a global company, it is necessary for the company to maintain worldwide employee data in order to manage its business efficiently. Hexad Solutions India Private Limited only retains employee data for business or legal purposes and is primarily applicable for salary and benefits administration, assignment management and career development activities. The company also needs to retain certain information relating to ethnic origin and disability for government monitoring and regulatory purposes. Although in some circumstances the employees' personal records will be available outside the country of work, including countries, which do not have data protection

laws. The maintenance and cross border transmission of the employee data will be protected in accordance with Hexad Solutions India Private Limited's Data Protection Policy.

25. You covenant that you shall not do or indulge in any of the following, without the prior written consent of the Company

During the term of your employment and for a period of one year immediately following the termination of your employment with the Company for any reason whether with or without cause, you shall not accept any offer of employment/ contract from any Company's supplier, customer or customer's end user (in case of any consulting/placement organization) with which you may have employment. Whether such employment is on a part time, full time, independent contractor or any other basis.

26. Your retirement age from employment will be 60 years. The last working day would be the last date of the month in which you turn 60.
27. The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment

## DOCUMENTS REQUIRED

1. Education Certificate(s)
2. Passport copies
3. Pan Card Copy
4. Aadhar Card
5. 5 color photographs
6. Prior experience letters in line with your CV from all previous organizations
7. Relieving letter from previous employer
8. Birth Certificate
9. Latest Pay-slip
10. Appointment letter from previous employer
11. Latest Increment letter from previous employer.

Your joining is subject to your submitting all these documents on the day you join Hexad Solution India Private Limited, Delhi, India. Please bring all the originals for cross-verification, at the time of submission of these documents.

### Acceptance of Employment Offer

I, Suravu Sandeep, hereby declare that I have read, understood, and agree to abide by the above terms and conditions of my employment with Hexad Solutions India Private Limited.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Annexure-I  
**Statement of Your Remuneration and Entitlements**

1. In return for your services and commitment, your Annual Gross Pay will be INR 3,00,000/- including any statutory payment.
2. The estimated distribution of your CTC is as below:

Salary Components	Amount per month/INR	Amount per Annum/INR
Basic Salary	12,500.00	1,50,000.00
House Rent Allowance	5,000.00	60,000.00
Education Allowance	1,200.00	14,400.00
Medical Allowance	2,500.00	30,000.00
Leave Travel Allowance	1,675.00	20,100.00
Company contribution to PF (12% of Basic)	1,500.00	18,000.00
Gratuity	625.00	7,500.00
<b>Gross Salary</b>	<b>25,000.00</b>	<b>3,00,000.00</b>

Annexure-II  
**Employee Benefits**

S. No.	Particulars	Terms
1	Medical Insurance	Up to 5 Lacs
2	Annual Leave	10 Business days per year post confirmation
3	Casual Leave	8 Business days per year post confirmation of appointment
4	Sick Leave	5 Business days per year
5	Public Holiday	10 Public holidays as per company policy
6	Annual Review	As per company policy

20211 E0053



# Dr. PATNAM MAHENDER REDDY INSTITUTE of MEDICAL SCIENCES

SPONSORED BY RINISH EDUCATIONAL SOCIETY  
AFFILIATED TO KALOJI NARAYANA RAO UNIVERSITY OF HEALTH SCIENCES

10-Dec-2022

E. Madhavi

Block-I, H.No.42-608/1/2 (A)  
MJ Colony, Ecil (DAE Colony)  
Hyderabad, Telangana - 501301

**Subject: Offer letter for post of Finance Associate**

Dear Ms. E. Madhavi,

We are pleased to offer you, the position of **Finance Associate** with Dr. Patnam Mahender Reddy Institute of Medical Sciences on the following terms and conditions:

Your employment will be effective, as of 15<sup>th</sup> Day of December 2022. You will be paid a consolidated salary of Rs **2,30,000 per annum.**

You will be posted at Chevella, RangaReddy, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

**In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Offer, Near Bus Stop, Chevella (V), Ranga Reddy Dist, Telangana - 501503 within 10 days.**

All the best

Regards

General Manager  
Dr PMRIMS







2021E0054  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

**October 26, 2022**

To,

**Ms. Porika Vennela,**

PorikaVennela@gmail.com

6300674080

Ms. Porika Vennela,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year** (Inclusive of all allowance) **subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

**Manager - HR**





Ref No: RES202211  
10-Dec-2022

**S. Shivaramakrishna**  
Plot No. 234, H.No.30-662/13/1/G1  
East Chandagiri Colony, Safilguda  
Malkajgiri, Hyderabad, Telangana - 500056

**Subject: Offer letter for post of HR Assistant**

Dear Mr. N. Shivaramakrishna,  
We are pleased to offer you, the position of **HR Assistant with Rohini Edu Services Pvt Ltd** on the following terms and conditions:

Your employment will be effective, as of 15<sup>th</sup> Day of December 2022. You will be paid a consolidated salary of Rs **2,20,000 per annum.**

You will be posted at Hyderabad, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

**In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Offer, 4-14, Butta House, 2<sup>nd</sup> Floor, KPHB Road, Madhapur, Hyderabad, TG within 10 days.**

All the best

Regards

**General Manager**  
**Rohini Edu Services Pvt Ltd**

# Apprentices Act

Schedule III (Rule 14)

## Format I

### Model Contract of Apprenticeship Training for Major/Minor Apprentices (To be prepared in Triplicate)

1. Name and Address of Establishment

**Pepsico Global Business Services India LLP**

Telephone No. : 7659927353 Fax No. \_\_\_\_\_

Telegram: \_\_\_\_\_ E-Mail Address: akankshareddy.v@gmail.com

2. (a) Name of Apprentice (Block Letters) **VANGETI AAKANKSHA** ✓

(b) Father's/Mother's/Husband's Name **VANGETI SUDHAKAR REDDY**

3. Correspondence Address

4-61/19/3, Rampally x road Hyderabad  
Telengana

4. Date of birth 15-08-1999

5. (a) Date of execution of contract 31st Jan, 2022

(b) Age on the date of execution of contract 22

6. Whether. belongs to Scheduled Caste/Scheduled Tribe/Physically Handicapped/Other Backward Class or Minority Community. If so. please mention the category

No

7. Present Qualification

(a) General Education MBA

(b) Technical

Name of the Trade/Course \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Duration of Training: 2 years

Name of the Institute: Geethanjali College Of Engineering

Name of the Board/Council Osmania university

8. Name of the Apprenticeship Trade

(a) Duration of Apprenticeship Training years \_\_\_\_\_ months \_\_\_\_\_

(b) Period of Apprenticeship From 31st January 2022 To 30th January 2023

9. Omitted

10. Rates of Stipend: **Rs.15000/-per month**

### Academic Year 2020-2021

S. No	Name of the student placed	Enrollment No.	Name of the Employer	Appointment letter Reference no. with date	Package(LPA)
1	Ainbjeeet Mukherjee	19R11E0001	Comnetq	24-Nov-21	5L
2	Badishetti Deekstithia	19R11E0002	Rohini Edu Services Pvt.Ltd	15-Sep-21	2L
3	Bahatam Gayathri	19R11E0003	Rohini Edu Services Pvt.Ltd	15-Sep-21	2L
4	Bainla Shiva Kumar	19R11E0004	Vahini Poultryes Pvt Ltd	08-Oct-21	1.8
5	Balekar Vaishnavi	19R11E0005	Dr.Patnam Mahender Reddy Institution of Medical Science	15-Sep-21	2.3
6	Beeram Rachana	19R11E0007	Vahini Poultryes Pvt Ltd	08-Oct-21	1.8
7	Channam Prameela	19R11E0009	Wipro	08-Oct-21	6.72
8	D.Sirisha	19R11E0011	IKS Health	25-Apr-22	3L
9	D.Sushmitha	19R11E0012	Factset	20-May-21	2.57
10	Dumpa Mamatha	19R11E0013	Dr Patnam Mahender Reddy Institution of Medical Science	15-Sep-21	2.20L
11	Eega Bhagya Laxmi	19R11E0014	Vahini Poultryes Pvt Ltd	08-Oct-21	1.8
12	Govindu Rakesh	19R11E0018	Sivika Foods Pvt ltd	06-Dec-21	1.8
13	J.Sarah	19R11E0023	EY	01-Oct-21	2.69
14	Jupally Prasanna Laxmi	19R11E0024	Rohini Edu Services Pvt.ttd	15-Sep-21	1.8
15	Kamarajugadda Sreenuta Likhita	19R11E0026	Sivika Foods Pvt Ltd	06-Dec-21	1.8
16	Kunisetty Sai Vasudha Roshini	19R11E0029	Vahini Poultryes Pvt Ltd	08-Oct-21	1.8
17	Kura Srinath	19R11E0030	Vahini Poultryes Pvt Ltd	08-Oct-21	1.8
18	Madarla Praveen Kumar	19R11E0032	Vahini Poultryes Pvt Ltd	08-Oct-21	1.8
19	Mahadevuni Vijay Kumar	19R11E0033	Vahini Poultryes Pvt Ltd	08-Oct-21	1.8
20	Medur Dayanand Megha	19R11E0036	Wipro	13-Sep-21	6.72
21	Mettu Nikitha	19R11E0037	Wipro	18-Oct-21	6.2
22	P. B. Vamsi Krishna	19R11E0039	Ags Health	12-Nov-21	4
23	P. Lavanya	19R11E0040	Sivika Foods Pvt l.td	06-Dec-21	1.8
24	P. Prabhudas Reddy	19R11E0041	Sivika Foods Pvt Ltd	06-Dec-21	1.8

25	P. Sri Kanya	19R11E0042	Accenture	12-Aug-21	2.32
26	Seelam Manitej	19R11E0051	Sivika Foods Pvt Ltd	05-Dec-21	1.8
27	Sonal Madre	19R11E0052	Vahini Poultries Pvt Ltd	08-Oct-21	1.8
28	Toota Pavani	19R11E0055	Vahini Poultries Pvt Ltd	08-Oct-21	1.8
29	Vanga Sowjanya	19R11E0057	Sivika Foods Pvt Ltd	06-Dec-21	1.8
30	Bandlamudi Chandana	19R11E0059	Sivika Foods Pvt Ltd	06-Dec-21	4L
31	Talla Sahithi	19R11E0060	Faciset	20-May-21	1.8







15-Sep-2021

B. Deekshitha

**Subject: Offer letter for post of Content Writer**

Dear Ms. B. Deekshitha,

We are pleased to offer you, the **position of Content Writer** with Rohini Edu Services Pvt Ltd on the following terms and conditions:

Your employment will be effective, as of 21<sup>st</sup> Day of September 2021. You will be paid a consolidated salary of **Rs 2,00,000 per annum.**

You will be posted at Hyderabad, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

**In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Office, 4-14, Butta House, 2<sup>nd</sup> Floor, KPHB Road, Madhapur, Hyderabad, TG within 10 days.**

All the best

Regards

A handwritten signature in black ink, appearing to be 'S. N.', written over a horizontal line.



**General Manager  
Rohini Edu Services Pvt Ltd**



15-Sep-2021

Bhatam Gayathri

**Subject: Offer letter for post of Content Writer**

Dear Ms. Bhatam Gayathri,  
We are pleased to offer you, the position of Content Writer with Rohini Edu Services Pvt Ltd on the following terms and conditions:

Your employment will be effective, as of 21<sup>st</sup> Day of September 2021. You will be paid a consolidated salary of **Rs 2,00,000 per annum.**

You will be posted at Hyderabad, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

**In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Office, 4-14, Butta House, 2<sup>nd</sup> Floor, KPHB Road, Madhapur, Hyderabad, TG within 10 days.**

All the best

Regards

A handwritten signature in black ink, appearing to be 'S', written over a horizontal line.



General Manager  
Rohini Edu Services Pvt Ltd



2021E004  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafour Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

**OFFER LETTER**

October 08, 2021

To,  
Mr. Bainla Shiva Kumar,  
shivakumarpargi19@gmail.com  
9705914047

Mr. Bainla Shiva Kumar,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

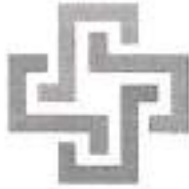
1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of Rs. **1,80,000/- per year (Inclusive of all allowance)** subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For VAHINI POULTRIES PVT LTD

Manager - HR





# Dr. PATNAM MAHENDER REDDY INSTITUTE of MEDICAL SCIENCES

SPONSORED BY RINISH EDUCATIONAL SOCIETY  
AFFILIATED TO KALOJI NARAYANA RAO UNIVERSITY OF HEALTH SCIENCES

Ref No: PMRIMS210916

14-Oct-2021

**Balekara Vaishnavi**

**Subject: Offer letter for post of Finance Executive**

Dear Ms. Balekara Vaishnavi

We are pleased to offer you, the position of **Finance Executive with Dr. Patnam Mahender Reddy Institute of Medical Sciences** on the following terms and conditions:

Your employment will be effective, as of 20<sup>th</sup> Day of October 2021. You will be paid a consolidated salary of **Rs 2,30,000 per annum.**

You will be posted at Chevella, RangaReddy, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

**In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Offer, Near Bus Stop, Chevella (V), Ranga Reddy Dist, Telangana - 501503 within 10 days.**

All the best

Regards

**General Manager  
Dr. PMRIMS**





# Vahini Poultry Pvt. Ltd.

Plot No.59, Gafour Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

20211E007

## OFFER LETTER

October 08, 2021

To,  
Ms. Beeram Rachana,  
BeeramRachana@gmail.com  
6300314740

Ms. Beeram Rachana,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For VAHINI POULTRIES PVT LTD

  
Manager - HR





## APPOINTMENT LETTER

**8 October, 2021**

Dear **CHINNAM PRAMEELA**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

### 1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

### 2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic **salary of Rs 56000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### 3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by CHINNAM PRAMEELA | chinnamprameela@gmail.com | 08-10-2021 11:21:41 PM IST |

103.120.51.85

**PRIVATE & CONFIDENTIAL**

Srishta Goud

April 25, 2022

Dear Srishta Goud

Welcome to IKS Health!

**Subject: Offer Letter**

With reference to your application, subsequent interview and discussions, we are pleased to inform that you have been selected for the position of **Junior Revenue Cycle Representative** in Grade 13 in Department RCM with our organization commencing from **April 27, 2022**.

Your annual compensation will be **INR 250000/-**. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexures.

IKS Health is defined by an efficient and reliable culture that sets us apart. Our DNA, while evolving through various transformations, has still consistently been driven by the same core values. Customer first has been one such belief that influences every employee at IKS Health. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our ownership, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength by caring for our customers and our people. Hence, collaboration in workforce goes hand-in-hand with greater accountability, thereby creating responsible members at our workplace. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of innovation so that established systems and ways of doing things are constantly tested, questioned and disrupted. Continuous learning and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at IKS Health that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the IKS Health way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our **Hyderabad - NSE** office on **April 27, 2022**. Please keep your recruiter informed, in case of advancement in the joining date. Pursuant to its business needs, IKS Health retains the right to revise the commencement date of your employment with IKS Health. Please endorse your acceptance, within the next two business days, by duly signing the duplicate copy of this letter on all sheets, including annexures, at the bottom on the right corner and return to the undersigned. Please refrain from soliciting other offers based on this letter as the same will be null and void if so used.

We wish you all the best.

Thanking you,  
For Inventaris Knowledge Solutions Pvt. Ltd.  
HR Team

I accept the above offer on the terms indicated.

Signature

Date

Srishta Goud

FACTSET ) SEE THE ADVANTAGE

20/05/2021

Sushmitha domata  
kakatiya nagar  
neredmet  
Hyderabad-

## Offer of Employment

Dear Sushmitha

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Research Analyst** with effect from 7 June, 2021 . You will be based in our India, Hyderabad, DVS, SEZ-3 - Orion B4,5; FL 8,10 (Hyderabad - Divyasree 2) office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual Cost to the Company is **2,57,700** and will be subject to statutory and other deductions as per employer policies and practices.

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

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

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

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

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

Click here to accept or decline this offer

Your Location of Joining would be Hyderabad.

Your confirmation to the contents of this letter is a pre-requisite for issuance of the formal offer to you. Please do let us know your decision within the next 48 hours. You may communicate your decision to KUNCHAM YADU VAMSIKRISHNA at [kuncham.vamsikrishna@wipro.com](mailto:kuncham.vamsikrishna@wipro.com). An offer containing the detailed terms and conditions of employment will be issued to you post receipt of your confirmation.

You would be required to join us on or before 30/9/2021 based on business requirement. We would inform you of the exact date and schedule one month prior to actual date of joining.

Subsequent to receiving your confirmation we will keep in touch with you and provide you more details related to joining as and when necessary either through mail or letter.

Your confirmation to the contents of this letter is a pre-requisite for issuance of the formal offer to you. Please do let us know your decision within the next 7 days from the issue of this Offer. An offer containing the detailed terms and conditions of employment will be issued to you post receipt of your confirmation. Please Note, The Offer shall elapse after the expiry of 7 days if not accepted online. Should you have any queries please get in touch with KUNCHAM YADU VAMSIKRISHNA([kuncham.vamsikrishna@wipro.com](mailto:kuncham.vamsikrishna@wipro.com))

Your appointment is subject to the satisfactory verification of the documents and details above mentioned and/or any information furnished at the time of interview, in addition to fulfilling the eligibility criteria.

Further, please note that this conditional offer is subjected to the success of the Client Interview (if any).  
Yours sincerely,

For Wipro Limited,  
KUNCHAM YADU VAMSIKRISHNA

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorized agencies/ partners to collect any fee for recruitment. 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)

This message was sent to bhagyalakshmi.005@wipro.com. If you don't want to receive these emails from this company in the future, please go to: <https://wipro.com/notifications/274850f227945516/contactId=1230766>

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## Fwd: Wipro Letter of Intent

rega bhagyalaxmi <bhagyalaxmi1235@gmail.com>  
 <avaryagrat@gmail.com, 'mabalumnigcet@gmail.com' <mabalumnigcet@gmail.com>

27 November 2021 at 10:41

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

From: KUNGHAM YADU VAMSBKRISHNA <wipro+email+24gez48003adcd70@talent.jobs.com>  
 Date: Tue, Sep 28, 2021, 16:38  
 Subject: Wipro Letter of Intent  
 To: <bhagyalaxmi1235@gmail.com>



Dear **EEGA BHAGYALAXMI**,

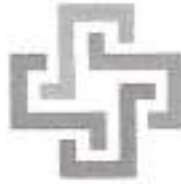
With reference to the Interviews you had with us, it gives us great pleasure to inform you that we have found you suitable for an opportunity with Wipro Limited. You shall be designated as a Associate under the WSM General Stream stream and will form a part of the **Career Band AA** in the organization.

Based on the feedback and Wipro Limited norms, your relevant experience has been taken as 0 months. Your Annual gross salary shall be **Indian Rupee 140000 per annum**.

The break up of the gross salary and other benefits as per company policy are noted below. Please click on the link "Acceptance Link" to acknowledge the receipt of this email and its terms

## Offer Break up

Component	Value
Basic	58,000
HRA	28,000
Employee Engagement Bonus	16,800
WBP	29,000
PF	9,471
Gratuity	2,094
ESIC	4,024



19211 E0013

# Dr. PATNAM MAHENDER REDDY INSTITUTE of MEDICAL SCIENCES

SPONSORED BY RINISH EDUCATIONAL SOCIETY  
AFFILIATED TO KALOJI NARAYANA RAO UNIVERSITY OF HEALTH SCIENCES

15-Sep-2021

Dumpa Mamatha

H.No. 37-93/46/12, Neeredmet, Ecil  
Secunderabad, Telangana – 500094

**Subject: Offer letter for post of Tax Associate**

Dear Ms. Dumpa Mamatha,

We are pleased to offer you, the position of Tax Associate with Dr. Patnam Mahender Reddy Institute of Medical Sciences on the following terms and conditions:

Your employment will be effective, as of 21<sup>st</sup> Day of September 2021. You will be paid a consolidated salary of Rs 2,20,000 per annum.

You will be posted at Chevella, RangaReddy, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

**In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Offer, Near Bus Stop, Chevella (V), Ranga Reddy Dist, Telangana – 501503 within 10 days.**

All the best

Regards



General Manager  
Dr. PMRIMS



# Vahini Poultry Pvt. Ltd.

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

20211E0014

## OFFER LETTER

October 08, 2021

To,  
Ms. Eega Bhagya Laxmi,  
EegaBhagyaLaxmi@gmail.com  
6301214304

**Ms. Eega Bhagya Laxmi,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

  
**Manager - HR**





29/11/2021

**SIVIKA FOODS PRIVATE LIMITED**  
Plot No.59, Gafour Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

December 06, 2021

To,  
Mr. Govindu Rakesh,  
GovinduRakesh@gmail.com  
7396067938

**Mr. Govindu Rakesh,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position on** the following terms and conditions.

1. We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For Sivika Foods Pvt Ltd**

  
Manager - HR





19-23

19R11E0023



Building a better  
working world

EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RM2 Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560036  
Karnataka, India

Tel: +91 980 6681 3000  
Fac: +91 980 6681 3334  
ey.com

01 October, 2021

Ms J Sarah

5-100/27/201 Japali Apts, Nandana Enclave,  
Ayyappa Colony, Dammalguda,  
Hyderabad,  
Telangana - 500083

Contact No: 9949513341  
Email: sarahjuan27@gmail.com

Dear J Sarah,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

Please note that this offer letter and your employment with the Firm will only be effective upon your successful completion of the educational qualification set by the Firm for this role ("Educational Qualification"). The Educational Qualification shall be commensurate to or above of the program/course which you are enrolled into, currently with the university. You are required to meet the Educational Qualification and any other condition/s as may be prescribed during the campus placement program by the Firm on or before November 2021

In the event, you have failed to meet the aforesaid prerequisites and obtain the required Educational Qualification on or before November 2021 this offer letter or your employment with the Firm will be terminated with immediate effect, at the sole discretion of the Firm.

#### 1. POSITION:

You will be appointed in the position of Associate in Assurance in the Firm. Your Rank will be 44. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Hyderabad office.

#### 2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP identity No. AAL - 2743) effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', RM2 Infinity, Old Madras Road, Benniganahalli, K R Puram Bangalore - 560016, India

This file is signed using Digital Signature.





Building a better  
working world

relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

### **3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### **4. DATE OF JOINING:**

As per our discussion your date of joining will be **11 October, 2021**

Your initial work location will be 6th Floor, Western Aqua, Plot No. 1, 2, 3 and 4, Survey No. 8, Kondapur, Serilingampally Mandal, Rangal Reddy, Telangana, 500084.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### **5. PROBATION:**

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### **6. ANNUAL FIXED COMPENSATION:**

You shall be paid an annual fixed compensation of INR 3,61,905/- per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### **7. TRANSFERABILITY:**

Your initial place of posting will be Hyderabad. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

### **8. CONFIDENTIALITY:**

1. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.



## Annexure B

Name	J Sarah	DOJ	11 October, 2021
Designation	Associate	Service Line	Assurance
Rank	44		

COMPONENTS	Per Month ( INR )	Annual ( INR )
Basic Salary	12,064	1,44,762
House Rent Allowance (HRA)	6,032	72,381
Other allowance including flexible components 1	6,443	77,322
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>30,159</b>	<b>3,61,905</b>

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,461
Gratuity 4		6,963
<b>Total of Benefits</b>		<b>22,424</b>



15-Sep-2021

J Prasanna Laxmi  
1-32, Keesara (V & M)  
Medchal-Malkajgiri Dist, Telangana – 501301

**Subject: Offer letter for post of Marketing Officer**

Dear Ms. J Prasanna Laxmi,  
We are pleased to offer you, the position of Marketing Officer with Rohini Edu Services Pvt Ltd on the following terms and conditions:

Your employment will be effective, as of 21<sup>st</sup> Day of September 2021. You will be paid a consolidated salary of **Rs 1,80,000 per annum**.

You will be posted at Hyderabad, Telangana. You may however be required to work at any place of business which the institution has, or may later acquire.

The normal working days are Monday to Saturday. Normal working hours are from 8AM to 5PM, and if necessary for additional hours depending on your responsibilities. You may have to accept additional duties as per requirement.

In case you are willing to accept the offer, kindly ensure that the acceptance letter reaches the Administrative Officer, 4-14, Butta House, 2<sup>nd</sup> Floor, KPHB Road, Madhapur, Hyderabad, TG within 10 days.

All the best

Regards

A handwritten signature in black ink, appearing to be 'B N', written over a horizontal line.

General Manager  
Rohini Edu Services Pvt Ltd



19211E0026

SIVIKA FOODS PRIVATE LIMITED

Plot No.59, Gafour Nagar, Image Hospital Lane

Madhapur, Hyderabad - 500 081, Telangana, INDIA

Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402



## OFFER LETTER

December 06, 2021

To,  
Ms. Kamarajugadda Sreenuta Likhita,  
KamarajugaddaSreenutaLikhita@gmail.com  
8897619891

Mrs. Kamarajugadda Sreenuta Likhita,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For Sivika Foods Pvt Ltd

  
Manager - HR





# Vahini Poultry Pvt. Ltd.

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## OFFER LETTER

October 08, 2021

To,  
Mrs. Kunisetty sai Vasudha Roshini,  
[kunisettrysaivasudharoshini@gmail.com](mailto:kunisettrysaivasudharoshini@gmail.com)  
9618136929

Mrs. Kunisetty sai Vasudha Roshini,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For VAHINI POULTRIES PVT LTD

  
Manager - HR







19/211 E0030  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Galoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

October 08, 2021

To,  
Mr.Kura Srinath,  
Kura Srinath@gmail.com  
8074762752

**Mr.Kura Srinath,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position on** the following terms and conditions.

1. We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated **salary of Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

Manager - HR





19211E0032  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

October 08, 2021

To,  
Mr. Madarla Praveen Kumar,  
MadarlaPraveenKumar@gmail.com  
9951994076

**Mr. Madarla Praveen Kumar,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance)** subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

Manager - HR





19211E0033  
**Vahini Poultries Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

October 08, 2021

To,  
Mr. Mahadevuni Vijay Kumar,  
[mahadevunivijaykumar@gmail.com](mailto:mahadevunivijaykumar@gmail.com)  
9705570121

**Mr. Mahadevuni Vijay Kumar,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year** (Inclusive of all allowance) **subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

  
Manager - HR



19 211E00 36

D. Megha



## APPOINTMENT LETTER

13 September, 2021

Dear **MEDUR DAYANAND MEGHA**,

This is with reference to discussion you had with us recently. We are pleased to offer you the **position of a Associate** on the following terms:

### 1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

### 2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic **salary of Rs 56000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### 3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.







November 12, 2021

Vamshi Krishna  
Hyderabad.**Offer Letter**

Dear Vamshi,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.Your annual cost to company (CTC) would be **₹.204000**, in addition to this, you will also be eligible for a performance based Incentive up to **₹.102000 per annum**, to be paid as per the Company's Incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Hyderabad. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings.

We request you to join us on or before **November 18, 2021**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,

**Kiran Guntur**  
Executive Director – Human Resources**Acceptance of Invite:**

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature:

Date:

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

**Annexure A:**

CONFIDENTIAL

	Monthly ₹	Annual ₹
OTC		
Base Salary + Retirals	17,000	204,000
Base Salary + Retirals + Incentive (See Note below)	25,500	306,000

Base Salary		
Basic Salary	7,005	84,060
Statutory Bonus	1,400	16,800
Night Shift Allowance	7,000	84,000
Gross Salary	15,405	184,860

Retirals and Insurance		
Provident Fund (Employer)	841	10,087
Gratuity	337	4,043
Health Insurance	417	5,004
Retirals Total	1,595	19,135

Performance Incentive		
Monthly Performance incentive (See note Below)	8,500	102,000

\* includes city compensatory allowance.

**Note:**

Performance Incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.8,500 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online.

Signature:

Date:

	Monthly ₹	Annual ₹
Base Take Home (pre-tax)		
Gross Salary	15,405	184,860
PF (Employee)	841	10,087
ESI (Employee)	118	1,386
Take Home (pre-tax)	14,446	173,387



### Joining Documents Check List

Candidate's Name:

<b>Offer finalization checklist</b>		
<b>S. No</b>	<b>Checklist</b>	<b>Comments</b>
1	About AGS	
2	Department	
3	Title	
4	Process/ Specialty (if applicable)	
5	Job Description	
6	Facilities/ Project (okay to work out of any facility and project?)	
7	Shift	
8	Working hours & days	
9	Dress Code	
10	Offered Compensation (explain all the components) annual CTC	
11	Incentives	
12	Buddy Referral Scheme	
13	Appraisal	
14	Career progression	
15	Aspire	
16	Date of joining	
17	Documents Checklist	
18	Do you have any other offer?	
19	Final status	

Additional Comments (if any):

Applicant's signature

Date:

Recruiter's signature

Date:



Welcome to AGS Health!

The documents mentioned below are mandatory and need to be submitted on or before the joining day. Appointment letter will be issued only after verification of all documents.  
 Passport Size Photograph - 3 nos.

Documents Required	Please Tick
<b>Government Identity /Address Proof (copy of any 3 of the following)</b>	
Permanent driving license	
Voters ID card	
Bank pass book with attested photo	
Passport copy (first and last page)	
Ration card	
Aadhaar Card	
PAN card copy	
<b>Education Proof (copy of all documents)</b>	
10 <sup>th</sup> Std School SSLC Mark Sheet / Certificate	
12 <sup>th</sup> Std School HSC Mark Sheet / Certificate	
UG Degree certificate / Mark Sheets (if any)	
PG Degree certificate / Mark Sheets (if any)	
Diploma certificate (if any)	
Certificate courses completed (if any)	
<b>Previous Employment Proof (copy of all documents)</b>	
Latest 3 months pay slip	
Offer letter from all the previous employer	
Relieving letter / Experience letter from all previous employer	
Bank statement of salary account matching pay slip	

Ok to work in the following locations	Ok to work in the following shifts
Western Pearl Building -itech City	Morning (8.00 am till 5.00 pm)
	Evening (5.30 am till 3.30 pm)
	Night (4.30 pm till 1.30am)
	Night (6.30 pm till 3.30 am)
	OST timings

**Note** - It is mandatory that you submit your pan card & passport copy at the time of joining. If you do not have a pan card or passport, please apply for the same and submit the acknowledgement slip to the HR team on the date of joining. For pan card assistance please follow <http://www.in-ml.com/bank-pan1a.php>

CTC:

Take home:

Date & Signature.

## Joining Documents Check List

### DOCUMENT OF UNDERSTANDING

**Facility / Place of work:**

- I will be required to work out of any office in Chennai based on business requirements
- Experienced: I have been made aware that I will be required to work from office based on business requirement.
- Freshers: I have been made aware that I will need to report to office post completion of my training program or as per business requirement.

**Vaccination:**

- I was offered company sponsored vaccination or reimbursement of vaccination cost by AGS Recruitment SPOC.

**Shift Hours / Process / Project:**

- I will be required to work any 9 hour shift and be deployed in any project / process based on business requirements

**Compensation / Salary:**

- The take-home offered by AGS Health is pre-tax. Any professional / Income tax that is applicable will be deducted from the take-home offered

**Transport:**

- I will be eligible for a common point pick-up / home drop facility based on my shift hours as listed below

Shift Hours	Common Point Pick-up	Home Drop
Day shift	NO	NO
1pm to 10 pm	NO	YES
3pm - 12am	YES	YES
Evening / Night Shift	YES	YES
DSY Timing	YES	YES

I understand and agree to abide by all the requirements mentioned above as part of my employment with AGS Health

Signature: \_\_\_\_\_

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





## **Annexure 2 - EMPLOYMENT LETTER**

We are pleased to provide you an Employment Letter with AGS Health Private Limited (the Company) with appropriate responsibilities for each role. This Agreement is effective as from your date of joining.

This letter will set forth the economic and key employment terms and conditions of your employment which are binding on both the Company and you, and by signing a copy of this letter, you accept our offer based on the valid consideration of a professional opportunity of employment with appropriate remuneration in our Company.

### **1. Probation Period**

You will be on Probation from the date of commencement of your employment for a period of six (6) months. Your probation period will continue to be so unless and until you are expressly confirmed in the regular service of the Company but in any event shall not be for a period exceeding one year.

Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion of a pre-employment background verification process.

In the event of your resigning from the services of the Company during probation period, you will be required to give one month notice or an amount equivalent to one month's gross salary in lieu thereof. However, it would be at the discretion of the Company to waive the notice period on a case-to-case basis.

### **2. Compensation & benefits**

Your compensation & benefits will be as mutually agreed and specified in the offer letter provided to you. During your employment period your compensation & benefits are subject to change based on your performance and based on the Company's performance. You will also be eligible to participate in other benefit plans that are made available by the Company from time to time, as applicable to your Grade. The Company reserves the right to terminate, change or modify any or all aspects of any compensation & benefits programs at any time.

As mutually agreed, between us, any incentive or variable pay that may be applicable to you, will be paid based on achievement of certain key result areas on such parameters as may be fixed by your reporting authority with your concurrence. Such payment being purely linked to performance will vary according to performance. Statutory Bonus as applicable will be paid to you at the appropriate rates either monthly or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48-hour working week.

### **3. Leave Policy**

You shall be governed by the Leave Policy of the Company as amended from time to time.

### **4. Medical Fitness**

You will be requested to provide medical fitness certificate or undergo certain medical tests either on your joining date or during your employment at the discretion of the management.

**5. Other Key Employment Conditions:**

- i. The Company shall be entitled to modify the terms of your employment subject to applicable statutory legislations and after taking your due consent for the same. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedure, and policies framed, amended, modified, or omitted by the Company from time to time. Such announcement will be communicated through mail or through the **Employee Handbook**. Any non-compliance will be subject to disciplinary action. The Employee Handbook, as amended from time to time, will always be available with Human Resources Department and in Company's Intranet which will govern the conditions of your employment. It is your responsibility to go through the Employee Handbook and update yourself periodically with the changes that are made.
- ii. You can be transferred to any location where the Company is carrying on its business, as per the business requirements of the Company.
- iii. During the course of your Employment with the Company, you may be asked to sign a commitment bond, for undergoing certifications/ specialized training program provided by the Company. As part of the consideration for providing such learning opportunity, you fully agree to abide by all the terms and conditions of such bond, and you will not raise any objection or concerns at the time of signing such bonds.
- iv. You warrant that you do not own or possess any information or property belonging to any of your previous employers and that your performance of your duties as an employee of the Company will not breach any inventions, assignments, proprietary or confidential information, declarations, and non-disclosure agreements with any of your former employers or any other party.
- v. You are not allowed to undertake any other activity in the nature of employment or business except with the prior written consent of the Company whether or not you receive financial compensation for such activities. You understand that the position with AGS Health calls for full time employment and you are expected to commit yourself exclusively to the business of the Company. You cannot take up any other work whether by yourself or in the name of any of your family members, on part time or otherwise, whether for profits or not, or as freelancer, or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the course of your employment with the Company, without obtaining prior written consent of the Company.
- vi. Any inventions, improvements, reports, manuals, or any other form of publication containing information relating to the services of the Company ("Intellectual Property Rights") you may produce or formulate during the course of your employment, shall always remain the property of the Company. You agree and understand that such



Intellectual Property Rights in respect of any work created or performed will be deemed to have been assigned to the Company.

- vii. You must always maintain highest degree of secrecy of the strategy, names of fellow employees, business lines, Intellectual Property Rights, records, and any other information relating to our Company as may be deemed as "confidential information" from time to time.

If you are found to be violating any of these key employment conditions, you will be subjected to strict disciplinary action against you by the Company and you agree to abide by any decision that the Company may take in this regard including termination of your employment with the Company and / or claiming compensation for any damages suffered by the Company because of such violation. You agree that the Company can seek monetary damages as may be quantified by the Company for any such violation or breach of your employment, without having to show anything other than the fact of such breach or violation.

#### **6. Termination of Employment**

During the term of your employment, your services with the Company are liable to be terminated at any time, by giving two months' notice except in case of a termination due to misconduct. The Employee shall be eligible for Salary and benefits only until the last date of actual employment with the Company. If the Employee is required to serve full notice period, he shall not be entitled to avail of (or adjust/set off) any accrued leave during / against such notice period.

#### **7. Resignation by Employee**

- i. You may terminate employment with the Company subject to you giving not less than two month's written notice to the designated officer of the Company.
- ii. The Employee shall either be required to continue working for AGS Health for the full applicable notice period or for such short period as may be required for transition or be relieved from the services immediately, solely at the discretion of the management.
- iii. If required by the management of the Company, you will also be required to train your replacement during such notice period.

#### **8. Restrictions during and after employment**

You will not during the term of your employment with the Company and for a period of 1 (one) year following the date of termination of your employment, do or permit any of the following without prior written consent of the Company:

- i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company.
- ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things specified above; and



**ACCEPTANCE BY EMPLOYEE**

I have read & understood and agree to the above terms and conditions governing my services and employment with AGS Health Pvt Ltd.; I hereby agree to be legally bound by the same.

Signature of Employee:

Name:

Place:

Date:

- iii. Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization, or any business whether owned by you or not.

Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given above.

In view of the nature of your duties with the Company, and the compensation and benefits granted by the Company to you, each of the Company and you consider the undertaking in this paragraph to be reasonable in

all circumstances. However, if one or more undertakings in this paragraph are held invalid as unenforceable or invalid for any reason by a competent court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operations as may be necessary to make them enforceable and valid.

**9. Indemnity**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Employment Letter, or any fraud, misconduct, or negligence on your part in the course of your employment with the Company.

**10. Governing Law, Arbitration and Severability of Terms**

This Employment will be subject to jurisdiction of courts in Chennai, Tamil Nadu, India, without regard to its choice of law provisions. Any dispute or claim that arises out of this Employment Letter shall be resolved by final and binding arbitration in accordance with Indian Arbitration and Conciliation Act, 1996, by an arbitrator to be appointed by the Company. If any provision of this Employment Letter may be held invalid or unenforceable, such provision shall be ineffective without invalidating the remaining provisions of this Employment Letter.

If the terms of this Employment Letter are acceptable to you, please sign below.

We look forward to a long and mutually rewarding relationship.

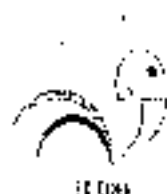
Sincerely,



\_\_\_\_\_  
Name: Prasad P K

Title: General Counsel, VP – Legal and Corporate Affairs





19211 E00480

SIVIKA FOODS PRIVATE LIMITED  
Plot No.59, Gafbar Nagar -Mace Hospital Lane  
Madhapur, Hyderabad - 500 081, Telangana, INDIA  
Ph : 010 - 3090 3400/3401 Fax : 010 - 3090 3402

## **OFFER LETTER**

December 06, 2021

To,  
Ms. P. Lavanya,  
P. Lavanya@gmail.com  
9701503649

Ms P Lavanya,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the HR Executive position on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of Rs. 1,80,000/- per year (inclusive of all allowance) subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For Sivika Foods Pvt Ltd**

Manager - HR





19R11E0041

SIVIKA FOODS PRIVATE LIMITED  
Plot No.59, Bafan Nagar, Raju Hospital Lane  
Madhapur, Hyderabad - 500 081 Telangana, INDIA  
Ph : 010 3000 3400/3464 Fax : 010 - 3060 3402

## OFFER LETTER

December 06, 2021

To,  
Mr. P. Prabhudas Reddy,  
P. Prabhudas Reddy@gmail.com  
9553929680


Mr. P. Prabhudas Reddy,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the HR Executive position on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

For Sivika Foods Pvt Ltd

  
Manager - HR





27-Aug-2021

C5261137

SREE kanya Padakanti

1-9-341/70 v.n reddy nagar colony, kushaiguda, hyderabad 500062

Management Level - 13

Sublevel - 3

Job Profile - Bus Process Delivery New Associate

Job Family Group - Business Process Delivery

Business Deal - Non Contact Center

Dear SREE kanya,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Hyderabad, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) 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 is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company 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 employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.





## ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 200000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min. INR 200000	Max. INR 232000

\* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 200000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY21 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** 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 individual 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/regulation 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.

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

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.

**In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:**

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.  
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for



coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co-pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents-in-law and additional children under the separate insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
  3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of INR 5,00,000
  4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

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 changes. 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.

**ANNEXURE 3**

**DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as '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 employer 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 the Company 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 the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, 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 the Company. 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 the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED.

\_\_\_\_\_  
[Insert full legal name]

Date:

## ANNEXURE A

### REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc.)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the LAN 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 Aadhar details and seeding Aadhar 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.



19211E0051

**SIVIKA FOODS PRIVATE LIMITED**

Plot No.59, Gafloor Nagar, Image Hospital Lane

Madhapur, Hyderabad - 500 081, Telangana, INDIA

Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

December 06, 2021

To,  
Mr. Seelam Manitej,  
Seelam Manitej@gmail.com  
7569454598

**Mr. Seelam Manitej,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **Finance Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of Finance Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For Sivika Foods Pvt Ltd**

  
Manager - HR





19211E0052  
**Vahini Poultry Pvt. Ltd.**

Plot No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,

Hyderabad - 500 081, Telangana, INDIA

Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

## **OFFER LETTER**

October 08, 2021

To,  
Ms. Sonal Madre,  
Sonal Madre@gmail.com  
8500457929

Ms. Sonal Madre,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

  
Manager - HR







19R11E0055  
**Vahini Poultry Pvt. Ltd.**

PLOT No.59, Gafoor Nagar, Image Hospital Lane, Madhapur,  
Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402

**OFFER LETTER**

October 08, 2021

To,  
Ms. Toota Pavani,  
TootaPavani@gmail.com  
9705815880

Ms. Toota Pavani,

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of Rs. **1,80,000/- per year** (Inclusive of all allowance) subject to TDS as per the Income Tax Act.
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For VAHINI POULTRIES PVT LTD**

Manager - HR



19211E0055

**SIVIKA FOODS PRIVATE LIMITED**  
Plot No.59, Galoor Nagar, Image Hospital Lane  
Madhapur, Hyderabad - 500 081, Telangana, INDIA  
Ph : 040 - 3090 3400/3401 Fax : 040 - 3090 3402



## **OFFER LETTER**

December 06, 2021

To,  
Ms. Vanga Sowjanya,  
VangaSowjanya@gmail.com  
8500452890

**Ms. Vanga Sowjanya,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position** on the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur, Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For Sivika Foods Pvt Ltd**

  
**Manager - HR**





## OFFER LETTER

December 06, 2021

To,  
Ms. Bandlamudi Chandana,  
BandlamudiChandana@gmail.com  
7680885056

**Ms. Bandlamudi Chandana,**

This has reference to your application & to our subsequent discussions for a suitable position in our company. We are herewith offering you the **HR Executive position on** the following terms and conditions.

1. We are pleased to offer you the position of HR Executive and your duties & responsibilities shall be as such and may assigned by the company from time to time.
2. Your appointment will be from the date of joining but not later than 60 days from the date of this letter.
3. You will be paid a consolidated salary of **Rs. 1,80,000/- per year (Inclusive of all allowance) subject to TDS as per the Income Tax Act.**
4. Your initial place of posting will be at **Head Office, Madhapur , Hyderabad** and can be changed by the management without any prior notice.
5. The increment in the salary scale has to be earned through good performance and is at the discretion of the management.

Yours faithfully,

**For Sivika Foods Pvt Ltd**

**Manager - HR**



FACTSET ) SEE THE ADVANTAGE

20/05/2021

Talla Sahithi  
Hyderabad

## Offer of Employment

Dear Talla

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Research Analyst** with effect from **7 June, 2021**. You will be based in our **India, Hyderabad, DVS, SEZ-3 - Orion B4,5; FL 8,10 (Hyderabad - Divyasree 2)** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual Cost to the Company is **2,57,700** and will be subject to statutory and other deductions as per employer policies and practices.

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

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

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

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

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We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

## **ANNEXURE-A**

**NAME:** Taha Sahlthi

**JOB TITLE:** Research Analyst

**DEPARTMENT:** Content Operations India - CST - Corporate - PEVC

### **MONTHLY AMOUNTS**

6563 BASIC SALARY

#### **ALLOWANCES:**

2,825.00 HOUSE RENT ALLOWANCE

8,153.00 SPECIAL ALLOWANCE

1,400.00 STATUTORY BONUS

**18,750.00 TOTAL FIXED BASE SALARY**

#### **BENEFITS:**

1,800 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

609 EMPLOYER ESI

316 GRATUITY

**21,475 TOTAL COST TO THE COMPANY**

### **YEARLY AMOUNTS**

78,750.00 BASIC SALARY ALLOWANCES

31,500.00 HOUSE RENT ALLOWANCE



## **FACTSET ) SEE THE ADVANTAGE**

97,850.00 SPECIAL ALLOWANCE

16,800.00 STATUTORY BONUS

**2,25,000 TOTAL FIXED BASE SALARY**

### **BENEFITS:**

21,600 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

7,313 EMPLOYER ESI

3,788 GRATUITY

**2,57,700 TOTAL COST TO THE COMPANY**

- 12% of the eligible salary per PF act will be deducted as contribution towards provident fund plan. This is in addition to the 12% of the contributions by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account as per the applicable PF act.
- You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization. You can nominate 5 dependents in addition to yourself to be covered under the ESI scheme.
- You will also be covered under Round-the-clock Personal Accident Insurance for 6,00,000.00. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
- You will be also eligible for a Term Life Insurance coverage up to 6,00,000.00. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
- You are eligible for Gratuity, which is payable after 5 years of continuous service with the Company.
- In general, we review our salaries September. Salary adjustments take effect subsequently in April and October.
- All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.
- For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on basic pay.

### **FACTSET BENEFITS:**

- FactSet provides Flexi Benefit Plan which makes the compensation structure more tax friendly. Employees may choose to modify or restructure the 'special allowance' component as per the flexi benefit plan to avail the tax benefits. These are governed as per the eligibility, grade and salary band.

## FACTSET ) SEE THE ADVANTAGE

- Transport facility to all the employees up to 40 KMS distance from office who adhere to the standard shift schedules. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. Organization takes reasonable safety precautions to ensure safety of its employees and employees are expected to follow the guidelines mentioned in the transport policy. You acknowledge that you are solely responsible for your safety in case of violation of these guidelines. More information regarding the eligibility for this benefit will be communicated to you by the recruiting team in detail during verbal offer discussion.

### Standard Shift Schedule:

First Shift : 06:30 AM – 03:30 PM

General Shift : 09:30 AM – 06:30 PM

Second Shift : 04:00 PM – 1:00 AM

Third Shift : 01:00 AM – 09:00 AM

- Transport facility will not be provided to the employees who do not adhere to the above shift timings
- Mobile / Blackberry based on the level in the Company, requirement and eligibility.
- Bi-Annual Team Outing
- Subsidized lunch / dinner during the working hours.
- Snacks & beverages will be made available in the cafeteria.
- A gift voucher of 1500 is given to any employee who gets married during their tenure at FactSet
- Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.
- Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

## ANNEXURE-B

### Information given or Background verification:

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes, but not limited to reference checks and verification of academics. Please provide us with academic credentials & professional reference within 2 weeks of joining the organization, failing which the company can take punitive actions, including and up to termination of employment. FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. By accepting this offer you are accepting FactSet's policy on background verification.

## **FACTSET > SEE THE ADVANTAGE**

### **Probationary period:**

For the first 6 months from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving 15 days' notice in writing or salary in lieu thereof. On completion of the said 6 months, you will be advised by your manager in writing if your performance does not meet company's standards and you will be advised on further action. In case of no such notice received for 2 weeks after confirmation due date, your probation will be deemed to have been successfully completed.

### **Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant information / details. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

### **a. Privacy:**

In respect of the personal information collected during the joining process, you hereby consent to (a) the use and processing thereof by the organization and its authorized third parties for a number of purposes connected with the management of our personnel; and (b) the sharing of the personal information with other members of the FactSet group (including in countries in the United States of America and the Philippines), as well as to third parties or vendors, for the same purpose. You may refer to the organization's privacy policy for more details.

### **4. Nature of Work:**

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

### **5. Working Hours / Shift Hours:**

The normal working hours of the Company are from 9:30 AM- 6:30 PM from Monday to Friday including lunch break and tea breaks. As the Company works 24 / 7 and depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

### **6. Salary Payment:**

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees must open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application

## **FACTSET ) SEE THE ADVANTAGE**

process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

### **7. Dual Employment:**

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manager & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

### **8. Leave / Holidays:**

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / paid leaves** every year. The leaves will be credited to your leave balance @ **1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of 6 months. You are also eligible for **10 paid Holidays** every year including the government mandated holidays. The Company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

### **9. Overtime Payment / allowances:**

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source.

### **10. Training:**

You will hold yourself in readiness for any training at any place wherever required. Such training would be imparted to you at the Company's expense.

### **11. Performance Reviews / Appraisal:**

The Company also has a policy of half-yearly performance appraisal. You may be eligible for a salary appraisal under this policy based on your individual ratings as well as the performance of the team and the performance of the company for the fiscal year. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

### **12. 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

## FACTSET > SEE THE ADVANTAGE

In the activities of the Company, the Company shall be entitled to use / utilize 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 your association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

### 13. Secrecy / Confidentiality:

You will not during the course of your employment with the Company or at any time thereafter divulge or disclose any confidential information to any person whatsoever including competitors and former employees, 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 progress 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. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

### 14. Restrain:

#### a. Access to Information:

Information is available on need to know basis for specific groups. Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

#### b. 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. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You shall be liable to reimburse the Company for any losses incurred due to misuse of Company data.

### 15. Security:

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the work stations, usb drives and other measures. Please refer the Security policy for more details on IP protection.

### 16. Termination of Service:

- \* Employment with the Company will stand terminated at the end of the month in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer.



## **FACTSET ) SEE THE ADVANTAGE**

- In the event of termination of services by either party, the applicable notice period will be **60 days** for all the employees. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period subject to the employment history / terms applicable as per the Company's exit policy.
- In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- 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.
- 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.

### **17. Changes to the Employment Terms & Conditions:**

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment, policies due to its dynamic work environment. By accepting this offer, you hereby acknowledge and accept to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof.

### **18. Company Policies:**

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

### **19. Appointment in Good Faith:**

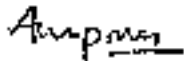
It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars 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 matters you will be governed by the rules of the Company as shall be in force from time to time.

**FACTSET** > SEE THE ADVANTAGE

If you have any queries / clarifications regarding your offer or joining please contact your Recruiter. We welcome you to our FactSet family and wish you a long and successful career with us.

Sincerely,



Anupma Hazra  
Senior Talent Acquisition Manager