

**ASTRA MICROWAVE PRODUCTS LIMITED**

Regd. Office: ASTRA Towers, -Survey No. 12(P), Kothaguda Post
Kondapur, HITEC City, Hyderabad, Telangana, INDIA - 500084
Tel : +91 40 46618000, 46618001. Fax : +91 40 46618048
Email : mktg@astramp.com, website : www.astramp.com
CIN: L29309TG1991PLC013203

Dt: 20/5/21

Dear Mr/Ms

Vanamala Niharika

With reference to discussions we are pleased to offer you Trainee in our Organisation. Your CTC will be Rs 2,33,840 /- CTC per annum. (Rupees two lacs thirty three thousand eight hundred forty only). A detailed appointment letter will be issued to you on the day of your joining the Organization. A detailed appointment letter will be issued to you on the day of your joining the Organization.

At the time of joining, please report to HR Department at the following address by 8.30 am

Astra Microwave Products Limited.

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity,
Serlingampally Mandal, Rangareddy Dist., Hyderabad, Telangana - 500084, India

You are required to bring the following documents, with a photocopy of each, at the time of joining.

- i. Proof of Age (Aadhar Card)
- ii. Educational Certificates including Mark Sheets.
- iii. Police Verification Certificate / Latest Passport (First & Last Page)
- iv. Two copies of your recent passport size photograph.
- v. Proof of your Blood Group.
- vi. PAN Card.
- vii. Vaccination Certificate
- viii. Latest COVID Test report
- ix. Bank Account Details

For Astra Microwave Products Ltd.

R.Y.Srinivas

Hear - HR

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity,
Hyderabad.

An ISO 9001, ISO 14001, ISO 45001 and ISO 27001 Certified Company

Works:

Unit 1: Plot No. 12, ANRICH Industrial Estate, Bollaram, Medak Dist., Telangana - 502325

Unit 2: Plot No. 56A, ANRICH Industrial Estate, Bollaram, Medak Dist., Telangana - 502325

Unit 3: Sy. No. 1/1, Imarath Kancha, Raviryala (V), Maheshwaram (Mdl) R.R.Dist., Telangana - 501510

Unit 4: Sy. No. 1/1, Plot No. 18 to 21, Imarath Kancha, Hardware Park, Raviryala (V), Maheshwaram (M), R.R.Dist, Telangana - 501510

Unit 7: Sy. No.114/1, Plot No. S-2/9 & 10, E-City, Raviryala & Srinagar (V), Maheshwaram (M), R.R.District, Telangana - 501359

R&D Centre: Plot No. 51(P), Bangalore Aerospace Park, Singanahalli Village, Budigere Post, Bangalore North Taluk, Karnataka - 562149

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Dt: 20/5/24

Dear Mr/Ms V. Tejasvini

With reference to discussions we are pleased to offer you Trainee in our Organisation. Your CTC will be Rs 2,33,840 /- CTC per annum. (Rupees two lacs thirty three thousand eight hundred forty only). A detailed appointment letter will be issued to you on the day of your joining the Organization. A detailed appointment letter will be issued to you on the day of your joining the Organization.

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Dt: 20/5/24

Dear Mr/Ms K. Sayamma

With reference to discussions we are pleased to offer you Trainee in our Organisation. Your CTC will be Rs 2,33,840 /- CTC per annum. (Rupees two lacs thirty three thousand eight hundred forty only). A detailed appointment letter will be issued to you on the day of your joining the Organization. A detailed appointment letter will be issued to you on the day of your joining the Organization.

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Dear Mr/Ms A. Ganesh

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Dt: 20/5/24

Dear Mr/Ms M. Venkata Sai Kiran

With reference to discussions we are pleased to offer you Trainee in our Organisation. Your CTC will be Rs 2,33,840 /- CTC per annum. (Rupees two lacs thirty three thousand eight hundred forty only). A detailed appointment letter will be issued to you on the day of your joining the Organization. A detailed appointment letter will be issued to you on the day of your joining the Organization.

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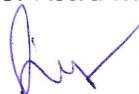
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Kiran Kandikonda
Vice President

17th August 2023

Dear Sai Lokesh Yeddula

Sub: Offer Letter

We are pleased to offer the position of Software Engineer to work at our Software Unit at Dr. A.S Rao Nagar, Hyderabad. You will be reporting to the undersigned in our office at Dr. A.S Rao Nagar on 21 August 2023 for taking up this assignment.

You will be on probation and training for six months. During the training period your salary will be Rs. 15000 /- (Rupees Fifteen Thousand Only). Your salary after the training period will be Rs. 25,000 /- (Rupees Twenty Five Thousand Only) per month. Based on your performance during this period, your salary will be considered for a revision at the end of one year from the date of joining. You will be governed by the rules and regulations of the Company from time to time. Being a Software Company you may have to work hard to meet the schedules and also be prepared to travel as and when needed by the company.

We look forward to having you with us and have long term association with you. We do hope you will enjoy your stay with us.

With Best Wishes

Kiran Kandikonda

To

Sai Lokesh yeddula
S/O Yeddula Balakanchi
5-11-264, Venkateswara Nagar,
Colony, Moula-ali - 500040



CRISTLE ACADEMY

EDUTECH COMPANY

TRAINEE OFFER LETTER

OL NO - **CA017**

DATE- **August 16,2024**

Dear HARSHIKA KALLETI,
Welcome to Cristle Academy!

At Cristle Academy, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

CONGRATULATIONS! WE ARE DELIGHTED TO MAKE YOU AN OFFER AS "BUSINESS DEVELOPMENT TRAINEE".

Call
+91 63799 99825

Message
Info@cristleacademy.com

Office Address
Hoodi, Bangalore-560 048



CRISTLE ACADEMY

EDUTECH COMPANY

Dear **HARSHIKA KALLETI,**

Congratulations! We are delighted to make you an offer as **Business Development Trainee.**

Here are the terms and conditions of our offer:

1. JOINING

Your scheduled date of employment with us will be **26th August 2024.**

2. TRAINING

The training program will consist of unpaid on-the-job training from (**26th August 2024 to 4th September 2024**) . The duration of the paid training will be (**5th September 2024 -26th December 2024**).Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

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Info@cristleacademy.com

Office Address
Hoodi, Bangalore-560 048



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4. PROBATION AND CONFIRMATION

You will be on probation for a period of **4 months** from the date of completion of the unpaid training and your allocation to the Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company.

5. LEAVE

You are entitled to a paid week off (Sat & Sun is mandatory working), right from your date of joining. On confirmation as a permanent employee you will be eligible for 24 working days of leave annually.

6. WORKING HOURS

You are entitled to work for 9 Hours of Day shift from 11:30 am to 8:30 pm(including your breaks). However in the interest of business such hours may be extended

7. INCREMENTS AND PROMOTIONS

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

8. SALARY

Your Total Gross Salary will be INR **15000** per month plus you will have Incentive based on your performance starting from INR **10000**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

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9. NOTICE PERIOD

During the probation period, if you wish to discontinue you will have to follow the criteria of one-month notice or salary thereof, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the one month notice period.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

10. BACKGROUND CHECKS

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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11. OTHER TERMS AND CONDITIONS

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Cristle Academy. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Business Development Trainee** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with EdiGlobe. You will be required to produce all marksheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on additional hours. If you are required to work additional hours, you will be duly intimated of the change in your shift timings.

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EDUTECH COMPANY

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India. Your employment will be governed by the rules, regulations and policies of the Company.

As a token of your acceptance of this offer, please bring duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Cristle Academy family and wish you a rewarding career over the years to come.

I have read, understood and agreed to the terms and conditions as set forth in this offer letter.
Date: _____

Call
+91 63799 99825

Message
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Hoodi, Bangalore-560 048



CRISTLE ACADEMY

EDUTECH COMPANY

Confidential information includes :

- Technical information, plans and product specifications; Business plans and forecasts; Financial records, reports, accounts and proposals; Client's intellectual property; Quotations and tenders submitted or prepared for submission to clients and potential clients; Clients lists, names of Client contacts and terms of trade with Client; Information on client's suppliers or the client's other Clients would consider commercially valuable and/or secret; Telephone lists, details of Client's/Company's official policy documents, training documents, quality documents and any other internally used information regarding the operations of the client.
- Any other Information, documentation, record, photographs, designs, processes, systems, maps and installations which are deemed confidential by virtue of operations/ exclusive usage by Company/ Client and leakage of the same to any unauthorized person, company, firm, organization etc. is detrimental to the interest of Cristle Academy.
- You shall be duty bound to return all the property, data, information, record of the Company and Client (confidential / otherwise) while leaving services and non-return of the same will amount to breach of confidentiality and render the Employee liable for legal action except for saving in law.

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CRISTLE ACADEMY

EDUTECH COMPANY

ANNEXURE - 1

Salary Component and Breakdown: STIPEND - Rs. 15000/-

Position: Business Development Trainee Duration: **20th August 2024 to 30th October 2024 Stipend**

Breakdown: Basic Monthly Stipend: You will receive a **basic monthly stipend of Rs.13000/-** for your contributions during the Training. **Performance-Based Bonus:** In recognition of exceptional performance, you may be eligible for a **performance-based bonus of Rs.2000/-**. The bonus amount, if applicable, will be determined based on your achievements and contributions during your Training. This bonus will be dependent on your longevity, commitment and loyalty towards the organization.

Incentives Bonus : You will be entitled for an incentive bonus which can go to a **max cap of Rs.10000/-** for which you will be eligible after you achieve your sales target for the given month.

Target : You are entitled to a monthly target of INR 180000 Revenue.

We appreciate your commitment to joining Cristle Academy as a Trainee and look forward to a productive and enriching Training experience. If you have any questions or require further clarification regarding your stipend or any other aspect of your training.

Signature: _____

Date: _____



CRISTLE ACADEMY

EDUTECH COMPANY

As a token of your acceptance of this offer, please bring a signed with duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Cristle Academy's family and wish you a rewarding career over the years to come.

Yours sincerely,

JYOTHI SHARMA

Branch Manager - Cristle Academy pvt ltd

I have read, understood and agree to the terms and conditions as set forth in this offer letter

Cristle Academy

Hoodi Main Rd, Hoodi, Hoodi,
Bengaluru - 560048

DATE :

SIGNATURE :

Call
+91 63799 99825

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Office Address
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CRISTLE ACADEMY

EDUTECH COMPANY

ANNEXURE-1

	Particulars
	Professional / Educational Certificates and Mark Sheets towards: * 10th standard or equivalent examination * 12' standard or equivalent examination * Graduation * Post-graduation / Doctorate Other relevant educational or skill certifications
	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
	PAN Card, Voter ID or Driving Licence Scanned Copy.
	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

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Info@cristleacademy.com

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Hoodi, Bangalore-560 048



OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

ch keerthi sree
prasanthnagar, malkajgiri
hyderabad – 500047
TS
IND

Dear ch keerthi,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the “Company” or “Amazon India”), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the “Offer cum Appointment Letter”) the position of **CS Associate[S]** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on **17-Jul-2023** and shall end as per the provisions contained in Section 14 herein below.

2. Probation

You shall be on probation for a period of 3 months (“Probation Period”) from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W)
Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

- 3.1 You will be employed in the position of **CS Associate[S]**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your fixed-term employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work



The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

By signing this appointment letter, you agree to work in night shifts as may be required by Amazon India from time to time and also authorize Amazon India to make relevant disclosures/filings in this regard to the Government authorities, if required under the applicable law. Please refer to Amazon's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India office in HYD20-CS Center(HYD,TS,IN)

Your initial place of work will be at Amazon India's in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.**350,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked.

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W)
Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies , or your failure to return Amazon India's property.
- 6.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

You are encouraged to not avail leave during the Training Period. Any absence from work during the Training Period will hinder training and may render the training as not having been successfully completed.

9. Confidential Information and Confidentiality Obligations

9.1 “Confidential Information” means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
 - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;

- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or

regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights,

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Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

- 12.1 You consent to and authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further consent to and authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

14. Termination of Employment

- 14.1 Your employment with Amazon India shall automatically end on **13-Jan-2024** unless terminated earlier as per the provisions of this Section.

- 14.2 Your employment may be terminated by either party one month (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month.
- 14.3 Notwithstanding the above, during your probation period, either party may terminate your employment with Amazon with immediate effect and without any advance notice or payment in lieu of notice.
- 14.4 Amazon India reserves the right to terminate your employment forthwith “for cause” without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
 - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India’s Policies and Procedures;
 - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
 - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
 - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
 - (vi) commit any act detrimental to the interest of Amazon India;
 - (vii) abstain from work for seven consecutive days without informing Amazon India
- 14.5 On the expiry or sooner termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India’s option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India’s Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India’s property/properties and

releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed “Full and Final Settlement”, you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India’s Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

16. New Hire Background Investigation

16.1 It is Amazon India’s policy to investigate all its new hires. Your fixed-term employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon your criminal background check, denied parties sanction check and reference checks to be conducted by Amazon India being successfully completed.

16.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

16.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

17. Foreign Nationals

17.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

17.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

- 17.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

18. Investigations and Surveillance

You may be required to participate and co-operate in any investigation(s) carried out by or on behalf of Amazon India. You agree to participate, co-operate, be honest and not interfere with, impede, or undermine any such investigation(s). You consent and acknowledge that owing to such investigations, Amazon India has the right to monitor, inspect and access any company provided devices and all data/ information that is stored in Amazon India's equipment, devices and resources used by you.

In order to maintain the safety and security of our workplace and systems, as well as loss prevention, we may deploy the use of closed-circuit television (CCTV) or other forms of surveillance in most or all Amazon facilities. These may be installed in accordance with Amazon internal policy to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to Amazon's business interests or which could bring it into disrepute. Your data generated through the course of this limited surveillance may be processed in connection with these safety and security related investigations and audits.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

- 19.1 You have carefully read and fully understand all the provisions of this Offer cum Appointment Letter;
- 19.2 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.3 you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you;

- 19.4 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.5 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer);
- 19.6 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.7 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.8 You are aware that your employment is only for a limited, fixed duration and that you will not have the right, nor will you make a claim, to be inducted as permanent employee with Amazon India.
- 19.9 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

20. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider to your Primary Work Location or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

21. Waiver

Failure, delay or omission on the part of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

22. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

23. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

24. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

25. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction,

restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

26. Indemnity

At all times during the course of your employment in Amazon (and even after the termination of this Offer cum Appointment Letter with respect to the terms contained herein), you agree to indemnify and keep indemnified Amazon, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which Amazon may suffer or incur or which may be made against Amazon as a result of your acts or omissions during the course of employment.

27. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

28. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

29. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

30. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

31. Survival

Your obligations under Sections 8, 9, 11, 13, 19, 20, 21, 23, 24, 25 and this Section 28 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

shushumna jakkula
Flat no 102,sunrise towers,, Flat no 102,sunrise towers
HYDERABAD
500056
IND

Dear shushumna,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment for the position of **VCS Associate** for Virtual Contact Center(TG,IN), India.

You shall work from your home location approved by Amazon India and the current specified areas for home locations for each VCS location is laid down in Annexure I to this Offer cum Appointment Letter. The VCS Work from Home policy also explains the areas of home location for each VCS location. The Company reserves the right to change such home locations/VCS locations from time to time and you shall abide by the same. Any request for change in your Home Location will be subject to the approval of Amazon India and on such terms and conditions as may be specified.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept this fixed-term employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **5 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W)
Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

Your fixed-term employment with Amazon India will commence on 24-Jun-2024 and shall end as per the provisions contained in Section 15 hereinbelow.

2. Probation

You shall be on probation for a period of one month ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

- 3.1 You will be employed in the position of **VCS Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your fixed-term employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or

conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of work which will apply to you will be advised on commencement of employment. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and thereafter, from time to time, as required. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members.

By signing this offer cum appointment letter, you agree to work in night shifts as may be required by Amazon India from time to time and also authorize Amazon India to make relevant disclosures/filings in this regard to the Government authorities, if required under the applicable law. Please refer to Amazon's Policies and Procedures for further details.

5. Place of Work

Unless considered necessary by Amazon India, you shall work from your home location in Virtual Contact Center(TG,IN) or such other home address as Amazon India may approve from time to time ("**Home Location**") and shall match the residential "home address" as updated by you on Amazon India systems. Amazon India's approval is necessary to ensure that the data and information security requirements applicable to your employment are being complied with at all times. The provisions of the VCS Work from Home Policy will be applicable while you will be working from such an approved Home Location. You may be required to travel and / or work at other locations, including Amazon India office premises / Amazon India directed office premises of a customer or client or at an affiliate's facilities based on business requirements. You can change your Home Location, however, in such a case you would also be required to inform Amazon India whenever there is a change in the address aforementioned and Amazon India reserves the right to either accept on terms and conditions as may be specified or reject such a change to ensure that data and information security requirements are being complied with and to this effect, Amazon India may require you to demonstrate your compliance with such requirements, the VCS Work from Home Policy or any other stipulations hereunder. It is clarified that while you can choose to work from the Home Location identified by you, Amazon India and/ or its affiliates shall not have any right or control over your Home Location, however, subject to prior intimation, Amazon India can conduct audit and/ or inspection of your Home

Location or the usage thereof for the purposes of your employment, to ensure that such Home Location or its usage is in compliance with the applicable Amazon India policy requirements and standards, to the extent applicable thereto. Amazon India and/ or its affiliates shall also not supply or receive or be deemed to supply and/or receive any goods and/ or service from or at your Home Location. Your employment with Amazon India shall be linked to Amazon India's office located at TS IND for administrative and reporting purposes and shall be subject to your adherence with the provisions of **VCS Work from Home Policy**.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one section to another or from one unit to any other unit of the Company, or assign you with work and tasks pertaining to other units of the company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

6. Remuneration

- 6.1 Your Annual Base Pay will be Rs. 247,000 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.
- 6.2 Your Base Pay is inclusive of both, the employer's and employee's provident fund contributions. Your salary will compensate you for all hours worked.
- 6.3 Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures.
- 6.4 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies or your failure to return Amazon India's property.
- 6.5 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhaar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

- 8.1 Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.
- 8.2 You are encouraged to not avail leave during the Training Period. Any absence from work during the Training Period will hinder training and may render the training as not having been successfully completed.

9. Confidential Information and Confidentiality Obligations

9.1 “Confidential Information” means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services, clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
- (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
 - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any

information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
 - (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to

make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

- 12.1 You consent to and authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further consent to and authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Provision of Equipment and Amazon's liability

- 13.1 Upon your execution of this Offer cum Appointment Letter, but prior to the date of commencement of your employment with Amazon India, Amazon India may provide you with certain equipment for official purposes only.

- 13.2 The said equipment shall be subject to the terms stipulated in this Offer cum Appointment Letter and the VCS Work From Home Policy, as well as all other Amazon policies that may be made applicable to you from time to time. Amazon India reserves the right to replace the equipment and take back old equipment as and when the need for the same arises.
- 13.3 You expressly agree that neither Amazon India, nor its officers or employees shall be responsible or liable for any loss, damage, injury or death caused to you, any member of your household / Primary Work Location, or any third party whosoever, either directly or indirectly arising out of, or caused due to, any of the equipment provided to you by Amazon India or used by you during the course of your employment. You hereby waive any and all claims, including claim for damages, against Amazon India, its officers and/or its employees relating to any injury / loss of life or mental agony arising out of any such incident. Even where you have been advised that such claims or right to make such claims exists against Amazon India, its officers and/or its employees, you hereby waive any and all such claims as well as the right to make such claims. You further agree that all claims of whatsoever nature in respect of the aforementioned loss, damage, injury and/or death shall be as against the manufacturer / vendor of the equipment only.

14. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

15. Termination of Employment

- 15.1 Your employment with Amazon India shall automatically end on 28-Sep-2024 unless terminated earlier as per the provisions of this Section.
- 15.2 Your employment may be terminated by either party by giving one month written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 15.3 Amazon India reserves the right to terminate your employment forthwith “for cause” without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;

- (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) fail to provide necessary documents for background check within stipulated timelines
- (vii) commit any act detrimental to the interest of Amazon India;
- (viii) abstain from work for seven consecutive days without informing Amazon India; and/or
- (ix) have changed your primary work location mentioned in Section 5 above without prior approval from Amazon India.
- (x) and/or fail to report to Amazon India to commence your employment on the Date of Commencement mentioned in Clause 1 hereinabove.
- (xi) are in breach of any of the terms contained in the Confidentiality, Non-competition and Invention Assignment Agreement.

15.4 On the expiry or sooner termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for

both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

- 17.1 It is Amazon India's policy to investigate all its new hires. Your fixed-term employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon your criminal background check, denied parties sanction check and reference checks to be conducted by Amazon India being successfully completed. Please note that the educational and professional qualifications furnished by you to Amazon India shall be deemed to be your updated and final qualifications.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice

18. Foreign Nationals

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Investigations and Surveillance

- 19.1 You may be required to participate in investigations carried out by Amazon. You agree to participate, co-operate, be honest and not interfere with, impede, or undermine the investigation. You consent and acknowledge that owing to such investigations, Amazon has the right to monitor, inspect and access any and all data that is stored in Amazon India's equipment and resources used by you.
- 19.2 In order to maintain the safety and security of our workplace and systems, as well as loss prevention, we may deploy the use of closed-circuit television (CCTV) or other forms of surveillance in most or all Amazon facilities. These may be installed in accordance with Amazon internal policy to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to Amazon's business interests or which could bring it into disrepute. Your data generated through the course of this limited surveillance may be processed in connection with these safety and security related investigations and audits

20. Representations and Warranties

You hereby represent and warrant to the Company that:

- 20.1 You have carefully read and fully understands all the provisions of this Offer cum Appointment Letter;
- 20.2 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 20.3 you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you;
- 20.4 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

- 20.5 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer);
- 20.6 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 20.7 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 20.8 You are aware that your employment is only for a limited, fixed duration and that you will not have the right, nor will you make a claim, to be inducted as permanent employee with Amazon India.
- 20.9 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.
- 20.10 You will abide by the terms and conditions contained in the **VCS Work from Home Policy** and Amazon's Owner's Manual during your employment with Amazon India.

21. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider to your Home Location or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure, delay or omission on the part of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver

thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

26. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company

against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Indemnity

At all times during the course of your employment in Amazon (and even after the termination of this Offer cum Appointment Letter with respect to the terms contained herein), you agree to indemnify and keep indemnified Amazon, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which Amazon may suffer or incur or which may be made against Amazon as a result of your acts or omissions during the course of employment.

28. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

29. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

30. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

31. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

32. Survival



Your obligations under Sections 9, 10, 12, 13.3, 15, 23, 24, 25, 27, 28, 29 and this Section 32 shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

ANNEXURE I

The table below showcases the areas of work from home for each Amazon VCS location. Any request for change in your Home Location or address will be subject to the approval from Amazon and on such terms and conditions as may be specified.

Amazon VCS location	Areas of home location in the State
Virtual Contact Center(MH,IN)	Comprises the districts of Mumbai, Mumbai Suburban, Thane, Raigarh, Palgarh, Pune
Virtual Contact Center(MH2,IN)	Entire Maharashtra Except the Districts of Mumbai, Mumbai Suburban, Thane, Raigarh, Palgarh, Pune
Virtual Contact Center(TG,IN)	Comprises the districts of Hyderabad, Ranga Reddy, Sanga Reddy, Medchal Malkajgiri
Virtual Contact Center(TG2,IN)	Entire Telangana Except districts of Hyderabad, Ranga Reddy, Sanga Reddy, Medchal Malkajgiri
1. Virtual Contact Center(KA,IN) 2. Virtual Contact Center(BLR,IN)	Entire State of Karnataka
Virtual Contact Center(DEL,IN)	Entire State of Delhi
Virtual Contact Center(UP,IN)	Comprises the districts of Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur,Shamli and Muzaffarnagar
Virtual Contact Center(UP2,IN)	Entire Uttar Pradesh Except the districts of Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur,Shamli and Muzaffarnagar
Virtual Contact Center(WB,IN)	Entire State of West Bengal
Virtual Contact Center(RJ,IN)	Entire State of Rajasthan
Virtual Contact Center(PJ,IN)	Entire State of Punjab and Union Territory of Chandigarh
Virtual Contact Center(TN,IN)	Entire State of Tamil Nadu
Virtual Contact Center(MP,IN)	Entire State of Madhya Pradesh



Virtual Contact Center(AP,IN)	Entire State of Andhra Pradesh
-------------------------------	--------------------------------

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited.

AUTHORIZATION

By

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

We want to clarify that Amazon's offer letters are hosted on Employee Document portal and not sent as email attachments or through any other communication channel. If you have received an offer letter as an attachment, we recommend you to utilize the QR code provided here to access Employee Document portal and verify authenticity. This step ensures the genuineness of your offer and helps protect you from potential fraud.



Date: 13-06-2024

Offer Letter

Dear: Rasukachula Balamanikanta

College Name: Nalla Narasimha Reddy Educational Society's group of Institutions

We are delighted to offer you a position as **Intern + Jr. System Engineer** at Unistring Tech Solutions Private Limited.

You will be paid **15000** per month as a stipend.

If you accept the offer, I would appreciate your confirmation and joining for the same on or before **17/06/2024**.

If unable to join on the joining date, the offer will be termed as cancelled. The attached terms and conditions apply. If you have any queries, please feel free to contact us.

Terms & Conditions: -

Minimum Service Agreement: 1 Year (6-month internship + 6-month probationary period)
Possibility of Service Extension after completing 1 year, candidates may be considered for an extension of services.

Compensation: Candidates will receive a monthly stipend. Compensation will be processed either directly through UTS or via its affiliated service company.

Working Days: Mon to Sat (Shift Timings are applicable)

Note: You are Eligible to take maximum of 10 days leaves in your 6 months of internship period for any exams and project presentations by providing Academic Schedule in Prior.

Registered office :

Plot No:2 & 3, Sy. No. 6, Rank One Ektha Towers
2nd Floor, Kondapur, Hyderabad,
Telangana, INDIA -500084.

Development Center:

D.No: 2-91/77/2/ST/11, Signature Towers (11th Floor),
Opp. Botanical Garden Rd, Venkat Enclave, Whitefields,
Kondapur, Hyderabad, Telangana, INDIA - 500084.

About Unistring

Unistring Tech Solutions is an indigenous R & D based company located at Hi-tech city, Hyderabad India. We are powered by 150 plus size strong R & D team and 100 plus production team. We are backed by former defense scientists and led by a progressive and forward-looking management team. The key products and innovations (patented) include the below.

- Anti Drone Defense systems
 - Supplied to Army, Navy and Airforce
- Automated Drone Gun
 - Artificial Intelligence based
- RADAR for Drone, UAV detection
- Electronic Warfare systems
- GNSS jamming and Spoofing systems
- Software Defined Radios
 - Supplied to Army, Navy (Submarines) and Air force
- Military Unmanned Aerial Vehicles / Drones
- Drone Net Catcher
- Radar and EW Simulators

M. Vishnu Prasad

Dr. M. Vishnu Prasad

Division Head, Strategic HR

Mobile Number: +91 83417 8736

Registered office :

Plot No:2 & 3, Sy. No. 6, Rank One Ektha Towers
2nd Floor, Kondapur, Hyderabad,
Telangana, INDIA -500084.

Development Center:

D.No: 2-91/77/2/ST/11, Signature Towers (11th Floor),
Opp. Botanical Garden Rd, Venkat Enclave, Whitefields,
Kondapur, Hyderabad, Telangana, INDIA - 500084.

Annexure-1

Documentation Details

Documents Required - Joining formalities	
1 Bond	(6 Months Internship followed by 6 Month's Probation) Total 12 Months
2 (a) Original Certificates for verification/ Custodian Certificate (b) Cheque need to be submitted with 3 months of CTC (as surety for bond period)	(a) As per documents submission date which is mentioned in the E -Offer letter issued (In office) (b) Assurance letter will be issued from Unistring on receiving the cheque Cheque pay to Unistring Tech Solutions Pvt Ltd (Don't fill the date)
3 Photocopies till Highest qualification academic certificate	At the time of submitting documents in office (Photocopies)
4 KYC documents (Adhar, PAN).	At the time of submitting documents in office (Photocopies)
5 Local address proof	At the time of submitting documents in office (Photocopies)
6 2 recent passport size photos.	At the time of submitting documents in office (Photocopies)
7 Police Verification Certificate.	At the time of submitting documents in office (Photocopies)
8 COVID Test Report	Joining date
9 Non-Compete letter	At the time of submitting documents

Note: Experienced candidates need to submit relieving letter and **3 months' pay slips and 6 months bank statement. The pay slip must be signed by past employer. The bank statement must be signed by bank. The 3 months' pay must match among bank statement and pay slips**

Registered office :

Plot No:2 & 3, Sy. No. 6, Rank One Ektha Towers
2nd Floor, Kondapur, Hyderabad,
Telangana, INDIA -500084.

Development Center:

D.No: 2-91/77/2/ST/11,Signature Towers (11th Floor),
Opp. Botanical Garden Rd, Venkat Enclave, Whitefields,
Kondapur, Hyderabad, Telangana, INDIA - 500084.



To,

Valipi Reddy Kondareddy Gouthami
Hyderabad

Sub: Appointment letter for Apprenticeship

Dear Valipi Reddy Kondareddy Gouthami

We are pleased to appoint you as "Apprentice" for the Apprenticeship Training as TraineeApprentice at our below mentioned location from **04-Sept-2023** to **04-Sept-2024**.

CGI :: 2nd Floor, Block-3, Plot No. 129/132, DLF Cybercity, APHB Colony, Gachibowli Village, Serilingmpilly Mandal, Ranga Reddy Dist., Hyderabad, Telangana 500032

During your tenure of Apprenticeship you will be placed in other department as per the need and skill coverage.

As per the Apprenticeship Act 1961, you will receive stipend of Rs. **20,000** /- per month. During your period of Training you will learn all your trade skills diligently and will attend your lectures regularly.

Kindly acknowledge the copy of this offer with following terms and conditions of Apprenticeship Training.

With Best
Regards,



(Manager HR)

YASHASWI ACADEMY FOR SKILLS

YASHASWI HOUSE, LANE NO.15, PRABHAT ROAD, PUNE - 411 004, MAHARASHTRA,
INDIA.

T: +912067492727 | E: INFORMATION@YASHASWI.EDU.IN | W: WWW.YASHASWISKILLS.EDU.IN

CIN : U80903PN2014NPL151080



17 Jan 2024

OL No: EDV453

Dear **Ramoji Aditya Chary**,

We congratulate you for being selected for a **3 Months** Training with Ed-Vedha. "At will basis" which can be extended. Please find the following confirmation of your Training:

Job Title: **BDE**

Training Start Date: **21 January 2024**

Training End Date: **30 January 2024**

OJT Start Date: **31 January 2024**

OJT End Date: **29 April 2024**

Location of Training: Hyderabad

Stipend: INR **15000** Per Month

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the training Offer Letter and the documents as mentioned below to the <<hr@edvedha.com>> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Ed-Vedha 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 Ed-Vedha, and will report on or before **21 January 2024.**

SIGNATURE: (Candidate's Signature)

DATE:



- By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Work Timing: 11AM - 8 PM.

Job Type: Full Time Training

Location: Hyderabad

- As a Trainee you will not receive any of the employee benefits that regular employees receive.
- During the Training period, the company will have all the rights to terminate your services without offering any reason and you are required to give 15 Days notice should you wish to terminate your training before the end of your tenure.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or you will have to serve 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: (Candidate's Signature)

DATE:

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination (Original MS for Verification)• 12th standard or equivalent examination (Original MS for Verification)• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.

4. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

SIGNATURE: (Candidate's Signature)

DATE:



18 Jan 2024

OL No: EDV458

Dear **Sudhabattula Jyothir mani**,

We congratulate you for being selected for a **3 Months** Training with Ed-Vedha. "At will basis" which can be extended. Please find the following confirmation of your Training:

Job Title: **BDE**

Training Start Date: **21 January 2024**

Training End Date: **30 January 2024**

OJT Start Date: **31 January 2024**

OJT End Date: **29 April 2024**

Location of Training: Hyderabad

Stipend: INR **15000** Per Month

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the training Offer Letter and the documents as mentioned below to the <<hr@edvedha.com>> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **Ed-Vedha 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 Ed-Vedha, and will report on or before **21 January 2024.**

SIGNATURE: (Candidate's Signature)

DATE:



- By accepting this training offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Work Timing: 11AM - 8 PM.

Job Type: Full Time Training

Location: Hyderabad

- As a Trainee you will not receive any of the employee benefits that regular employees receive.
- During the Training period, the company will have all the rights to terminate your services without offering any reason and you are required to give 15 Days notice should you wish to terminate your training before the end of your tenure.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend or you will have to serve 1 month notice period.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: (Candidate's Signature)

DATE:

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination (Original MS for Verification)• 12th standard or equivalent examination (Original MS for Verification)• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.

4. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

SIGNATURE: (Candidate's Signature)

DATE:

09th July 2024

Mr./Ms. Konda Bhavani
Email: bhavanikonda027@gmail.com
Mobile No: +91-9490727060

Dear Mr./Ms. Konda Bhavani

Offer Letter

Atomworks is pleased to confirm your appointment as a **Graduate Trainee**. Please note that the terms of this offer are strictly confidential between you and the Company. The Company believes you will be a valuable addition and wishes you success in all your professional endeavors here.

Your CTC, including all benefits, will be Rs. **2,16,000/- (rupees two lakhs sixteen thousand only)** per annum (Refer to Annexure I for a detailed breakdown of your compensation).

Your employment will be effective from **20th July 2024**. In the event of your failure to report on or before this date, the offer made herein shall be withdrawn unless the reporting date is extended and communicated to you in writing by the Company. You are requested to report to **Mr. Gowtham M** for joining formalities and should carry out such duties and functions, which you may be instructed occasionally.


You will be on probation for three months. The company can extend the probation period at the management's discretion. You will continue probation until the company issues an order of written confirmation. During the probationary period, if the employee holds the **Graduate Trainee** post and wants to resign, management will inform whether they need to serve a notice period (or) not. On the other hand, the company can terminate your services at the discretion of the management. However, upon confirmation of a company's full-time employee, and if you want to resign from the services, you need to serve a minimum 2-month notice period once after completion of a 2-year tenure. On the other hand, company management can terminate your services by giving a 1-month notice or salary in lieu thereof. If the employee plans to leave the company two years before their tenure, they must pay the company three months of their salary.

Your Employment with Atomworks will be considered subject to verification of all your documents and reference checks (refer to Annexure II)

We look forward to your valuable contributions and wish you all the best for a rewarding career with Atomworks. Please sign and return a copy of this letter to acknowledge acceptance of the appointment with the above terms & conditions.

Yours sincerely,

For


Authorized Signatory
Enclosed: Annexure I

Atomworks

Sri Lakshmi Nilayam Apartment, Door No: 8-2-293/82/F/A/60/3, Road no-12,
Film Nagar, Jubilee Hills, Hyderabad-500096, TS, India

Annexure - I

Compensation Breakup

Details	Yearly	Monthly
Gross Salary	216,000	18,000
Basic	140,000	11,700
HRA	21,600	1,800
City Compensatory All	10,800	900
Conveyance	10,800	900
Medical	10,800	900
Educational	10,800	900
LTC	10,800	900


Authorized Signatory

Acceptance: I have read and understood the terms and conditions mentioned in this letter of appointment, and I, at this moment, confirm unconditional acceptance of the same

Full Name

Signature

Date

Atomworks

Sri Lakshmi Nilayam Apartment, Door No: 8-2-293/82/F/A/60/3, Road no-12,
Film Nagar, Jubilee Hills, Hyderabad-500096, TS, India



Annexure - II

At the time of joining, you are requested to submit the following documents in original, along with a photocopy of each.

- a. Proof of age
- b. Photocopy of Educational Qualifications
- c. Relieving letter from the previous employer (if applicable)
- d. Latest passport-sized photographs – 2
- e. PAN card
- f. Aadhaar Card

Please note that providing the PAN number for processing your payroll is mandatory, and no payments on account of salaries can be made without a PAN number.

Your offer has been made based on the information you provided. However, there is a discrepancy in the copies of the documents/certificates you gave as proof supporting the above. In that case, the Company reserves the right to revoke the offer during your service.

For Atomworks


Authorized Signatory

Atomworks

Sri Lakshmi Nilayam Apartment, Door No: 8-2-293/82/F A/60/3, Road no-12
Film Nagar, Jubilee Hills, Hyderabad-500096, T.S. India

09th July 2024

Mr./Ms. Srikar Ganesh. V
Email: srikarganeshb26@gmail.com
Mobile No: +91-6304960252

Dear Mr./Ms. Srikar Ganesh. V

Offer Letter

Atomworks is pleased to confirm your appointment as a **Graduate Trainee**. Please note that the terms of this offer are strictly confidential between you and the Company. The Company believes you will be a valuable addition and wishes you success in all your professional endeavors here.

Your CTC, including all benefits, will be Rs. 2,16,000/- (rupees two lakhs sixteen thousand only) per annum (Refer to Annexure I for a detailed breakdown of your compensation).


Your employment will be effective from **20th July 2024**. In the event of your failure to report on or before this date, the offer made herein shall be withdrawn unless the reporting date is extended and communicated to you in writing by the Company. You are requested to report to **Mr. Gowtham M** for joining formalities and should carry out such duties and functions, which you may be instructed occasionally.

You will be on probation for three months. The company can extend the probation period at the management's discretion. You will continue probation until the company issues an order of written confirmation. During the probationary period, if the employee holds the **Graduate Trainee** post and wants to resign, management will inform whether they need to serve a notice period (or) not. On the other hand, the company can terminate your services at the discretion of the management. However, upon confirmation of a company's full-time employee, and if you want to resign from the services, you need to serve a minimum 2-month notice period once after completion of a 2-year tenure. On the other hand, company management can terminate your services by giving a 1-month notice or salary in lieu thereof. If the employee plans to leave the company two years before their tenure, they must pay the company three months of their salary.

Your Employment with Atomworks will be considered subject to verification of all your documents and reference checks (refer to Annexure II)

We look forward to your valuable contributions and wish you all the best for a rewarding career with Atomworks. Please sign and return a copy of this letter to acknowledge acceptance of the appointment with the above terms & conditions.

Yours sincerely,


Authorized Signatory
Enclosed: Annexure I

Atomworks

Sri Lakshmi Nilayam Apartment, Door No: 8-2-293/82/F/A/60/3, Road no-12,
Film Nagar, Jubilee Hills, Hyderabad-500096, TS, India

Annexure - I

Compensation Breakup

Details	Yearly	Monthly
Gross Salary	216,000	18,000
Basic	140,000	11,700
HRA	21,600	1,800
City Compensatory All	10,800	900
Conveyance	10,800	900
Medical	10,800	900
Educational	10,800	900
LTC	10,800	900


Authorized Signatory

Acceptance: I have read and understood the terms and conditions mentioned in this letter of appointment, and I, at this moment, confirm unconditional acceptance of the same

Full Name

Signature

Date

Atomworks

Sri Lakshmi Nilayam Apartment, Door No: 8-2-293/82/F/A/60/3, Road no-12,
Film Nagar, Jubilee Hills, Hyderabad-500096, TS, India

Annexure - II

At the time of joining, you are requested to submit the following documents in original, along with a photocopy of each.

- a. Proof of age
- b. Photocopy of Educational Qualifications
- c. Relieving letter from the previous employer (if applicable)
- d. Latest passport-sized photographs – 2
- e. PAN card
- f. Aadhaar Card

Please note that providing the PAN number for processing your payroll is mandatory, and no payments on account of salaries can be made without a PAN number.

Your offer has been made based on the information you provided. However, there is a discrepancy in the copies of the documents/certificates you gave as proof supporting the above. In that case, the Company reserves the right to revoke the offer during your service.

For **Atomworks**

Authorized Signatory

Atomworks

Sri Lakshmi Nilayam Apartment, Door No: 8-2-293/82/F/A/60/3, Road no-12,
Film Nagar, Jubilee Hills, Hyderabad-500096, TS, India



Offer Letter

Date: October 06, 2023

**Mr. SUDHANSU CHAKRAVARTHULA,
Hyderabad
+91 7981159500**

Dear Mr. SUDHANSU CHAKRAVARTHULA,

Pursuant to our discussions, we are pleased to offer you the position of **IOC Technical Support Representative** in our organization, operating from our facility at **Hyderabad**.

Your employment with NTT Managed Services India Pvt Ltd (Formerly known as Secure-24 IT Services Pvt Ltd) would be governed by the Terms and Conditions referred hereto in Annexure 'B'.

Your employment at NTT Managed Services (Formerly known as Secure-24 IT Services Pvt Ltd) is subject to the veracity of the information provided by you in your resume and during the interview. NTT Managed Services (Formerly known as Secure-24 IT Services Pvt Ltd) reserves its right to withhold this offer due to the reasons beyond its control and business contingencies.

You are requested to report at our office, situated at **Dallas Center, Floor 12, 83/1, Plot No A1, Knowledge City, Rai Durg, Hyderabad, Telangana 500032**, on **October 16, 2023 at 10:00 AM**, for the completion of your joining formalities, failing which, this offer would automatically stand cancelled unless extended by the Company on your request in writing.

Please sign the duplicate of this letter of offer and return it to us by **October 07, 2023**, as a token of your acceptance of this offer and the terms and conditions of your employment with the Company.

We look forward to a mutually fruitful association with you.

Yours Sincerely,

For **NTT Managed Services (Formerly known as Secure-24 IT Services Pvt Ltd)**,

Cheryl Moore
VP Human Resources

Accepted -----
Mr. SUDHANSU CHAKRAVARTHULA

Fixed CTC				
		Annual	Monthly	Options
	Fixed CTC (A)	3,50,000	29,167	
	Breakup			
1	Basic Salary	1,75,008	14,584	
2	House Rent Allowance	70,008	5,834	
3	Conveyance Allowance	19,200	1,600	
4	Medical Reimbursement	15,000	1,250	Yes
5	Food Coupon	-	-	No
6	Leave Travel Allowance	-	-	No
7	Special Allowance	70,788	5,899	
		3,50,004	29,167	
Deductions:				
1	PF Employee Contribution	21,600.00	1,800.00	
2	VPF	-	-	
3	ESI Employee Contribution	-	-	
4	Professional Tax	2,400.00	200.00	
5	Labour Welfare Fund	-	-	
6	Tax Deducted at Source	-	-	
7	NPS		-	
8	Food Coupon Deduction			
9	LTA Withhold	-	-	
	Net Take Home	3,26,004.00	27,167	
	Performance Pay* (B)	17,500		
	Benefits/Retirals/Reimbursement (C)			
	Gratuity	8,414		
	Insurance & Medical Benefits	40,000		
	Mobile+Internet Reimbursement*	20,000	1,667	
	PF Employer Contribution	21,600	1,800	
	Total Annual CTC = A+B+C	4,57,518	30,634	
<p>*Mobile & Internet Reimbursement Based on actuals. The primary usage should be for business purposes</p> <p>*Performance Pay is based on your performance and performance of business which will be an yearly payout as per company policy</p> <p>*Benefits/ Retirals/Reimbursement mentioned are approximate indications</p> <p>*Loyalty Bonus You will receive a Loyalty bonus of INR 25000 if you complete 4 years with NTT MS and INR 50000 if you complete 6 years. You are eligible for this bonus subject to you being "continuously active" in the services of the company for this period, not resigned/serving notice period. This Bonus is subject to change as per the policies of the company.</p>				

Cheryl Moore
VP Human Resources

Accepted -----
Mr. SUDHANSU CHAKRAVARTHULA

Annexure B

TERMS & CONDITIONS OF EMPLOYMENT

1. Verification & submission of copies of certificates

You are required to produce all your certificates and documents, specified in Annexure 'C', in original for our verification at the time of your joining and also submit one set of certified photocopies of the same for our records. In addition, you would also be required to submit 3 passport size color photographs and a copy of passport.

In case of your inability to produce the certificates/copies as mentioned above (excluding resignation acceptance letter from your previous employer), you are required to submit the same within one month of your joining the Company, failing which your employment may be terminated at the discretion of the Company. At the time of joining, it is mandatory that you should submit at least your resignation acceptance letter from your previous employer in the absence of your relieving letter.

2. Probation

You would be under probation for a period of three (3) months from the date of your joining the Company and undergo the necessary training. Your performance would be closely monitored during the probation period and such probation period may be shortened / extended depending on your performance and ability displayed during the probation period. During probation, if your performance is found to be satisfactory and you have been successful in the assignments given to you, your services may be confirmed. Company may terminate your employment with the company with immediate effect if any of the terms and conditions as specified herein or any of the policies of the company are violated by you during your probation period.

3. Responsibilities

You would render all reasonable duties and functions expected of you including, but not limited to, using all reasonable endeavors to promote, protect, develop and extend the business of the Company and reporting of any wrongdoing and any wrongdoing of any other employees of the Company immediately on becoming aware of it. During the tenure of your employment with the Company, you will devote your full time and abilities to the performance of the assignments given to you and agree to comply with Company's existing and future policies as may be amended and supplemented from time to time.

4. Working Hours

You shall be present in the office during normal working hours or in shifts as may be communicated to you by your reporting manager. You may be required to come either early or stay late hours depending on the business needs and may have to work additional hours on request of Company's clients. You shall provide details regarding utilization of your time by entering the same into Company's time sheet on a daily basis.

5. Statutory Deductions

Company will make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instance where Company does not make such deductions, you agree to make such payments to the concerned authorities keeping the Company informed.

6. Insurance

You and your family members, as applicable, will receive Health and Welfare Insurance as per Company's insurance scheme. Company reserves its right to terminate its participation in any of the schemes or substitute another scheme or alter the benefits available to you under any of the schemes. If the insurance company refuses to provide any relevant benefits to you under any applicable scheme for any reason, Company shall not be liable to provide or compensate you for the loss of such benefits.



7. Status Report

You will provide to the Company from time to time, with any reports that are deemed necessary, including but not limited to your work related activities and accomplishments.

8. Intellectual property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification(s), or other matter of work whatsoever created, developed, or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of the Company. Any Intellectual Property Rights and the rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to the Company in accordance with the applicable law. You shall assist the Company in perfecting and protecting its Intellectual Property Rights.

8. Confidentiality

During your employment with the Company, you shall work with utmost loyalty and efficiency. You are expected to maintain absolute secrecy with regard to the affairs of the Company, during employment and thereafter. You shall not disclose to third parties any of the trade secrets, know-how, software, literature and other information owned by NTT Managed Services (Formerly known as Secure-24 IT Services Pvt Ltd) or its clients. You agree there is an express prohibition on disclosure of any confidential information post termination of employment with the Company, for any reason whatsoever. Incidentally, you may be asked to execute / sign a Non-Disclosure Agreement.

9. Non Solicitation

During your employment with the Company and for a period of 12 months thereafter, you shall not provide services to any of Company's clients (except as accepted by the Company), directly or indirectly or solicit any business from its clients. During the term of your employment with Company, and for a period of 2 years thereafter, you will not in any way, directly or indirectly: (i) induce or attempt to induce any employee or contractor of Company to discontinue his or her association with Company; (ii) otherwise interfere with or disrupt Company's relationship with its employees and contractors; (iii) discuss employment opportunities or provide information about competitive employment to any of Company's employees or contractors; or (iv) solicit, entice, or hire away any employee or contractor of Company.

10. Code of Conduct

You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given.

11. Restraints

A. Access to Information

Information is available on a "need to know" basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to this data is authorized through access privileges approved by the concerned manager.

B. Non disclosure

You are expected to maintain utmost secrecy with regard to the affairs of the Company and its business, activities, strategies, details of its clients etc. and shall keep confidential any and all information, instruments, documents etc.,



relating to the Company and or its client(s) that may have come to your knowledge/possession as an Employee of the Company.

C. Non Compete

Your position with the Company calls for full time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on

advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company. On leaving the services of the Company, you shall not take up a full-time/part-time employment with any of our customers and associates for a period of 1 year. You understand and agree that such restriction is reasonable and in the interest of the Company's businesses.

D. Authorization

Only those authorized under specific authorization/resolution issued by the Board of Directors of the Company may sign legal documents, representing the Company.

E. Smoking

We owe and assure a smoke free environment to our employees. Barring some designated areas, the entire office premises including conference rooms, lobbies etc., are declared as "No-Smoking Zone".

F. Passwords

Access to our network, development environment is through individual's password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, our networking team is to be contacted to reset and allow you to have a new password.

G. Security

Security is an important aspect of NTT Managed Services (Formerly known as Secure-24 IT Services Pvt Ltd) 's communication and office infrastructure. If you wish to work late or early hours, you are requested to produce your identity card to the security personnel on demand.

If there is a need to take some of the equipments/infrastructure out of the office premises for any official purposes, you shall obtain the gate pass from the security staff.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, pen/flash drives, and a Company-wide awareness about the need for protection of Intellectual property and sensitive customer information. For some projects, the Company uses sophisticated data encryption devices. You may not be allowed to download any files, images, data of the Company / its clients without specific permission from the concerned manager.

Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with the Administration department. One can take a duplicate key after signing for it for one's own or team members' table or storage, if necessary.

H. Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed / shredded after the purpose is served and if such document / communication is not required for any repository purposes.

I. Use of Company Resources

You shall use any and all Company's resources only for official purposes. Any misuse or breach committed would call for necessary disciplinary action upto and including termination of employment with the Company.

Contingency of Employment.

check reveal information that is inconsistent with the standards of the Company, the offer may be rescinded or employment with the Company may be subject to immediate termination, at the discretion of the Company.



12. Performance Review

Your performance would be reviewed periodically as per Company's policies and may advise for any enhancement in your gross salary and re-designate your position with the Company. Such enhancement and re-designation would depend on your performance and your ability to accomplish the given assignments and your justification of your role in the Company and at Company's discretion.

13. Statement of facts

It must be specifically understood that this offer is made based on your proficiency in technical / professional skills you have declared to possess as per the application. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, Company shall have the right to terminate your services forthwith and you shall be considered to have committed breach of Terms and Conditions of your employment.

14. Place of training & transfer

Company at its sole discretion and to service the requirements of the Company, shall have the right to decide the place of your training and has the right to transfer you to any location, department or establishment in India or abroad, at any time during your employment with the Company. In such a case, you will be governed by the terms & conditions of service applicable to the new assignment.

15. Personal Indebtedness

Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.

16. Indemnification

You shall indemnify, defend and hold NTT Managed Services (Formerly known as Secure-24 IT Services Pvt Ltd), its officers, directors, associates and agents, harmless from any and all claims, causes of action, damages, obligations or liabilities or any kind or nature arising out of or connected with any of your acts and omissions which are unauthorized or improper, or which are in breach of the terms and conditions of the employment while you are in the employment of the Company.

17. Termination Notice

Company is an "at will" employer. Your association with the Company is crucial and any separation without notice on your part would cause irreparable damage to the Company. The Company shall by giving a written notice of 90 days terminate your services thereafter. In such instances, instead of the notice, Company may pay you the net salary equal to the notice period at the sole discretion of the Company.

In the event of you initiating the termination process, at the sole discretion of the Company, you shall be provided with an option to provide your services to the Company for a notice period of 90 days or shall be provided with the option to pay a total of 90 days (gross) salary to the Company, to terminate the services thereafter.

However, at any point in time, if any of the terms and conditions are found to be violated or if there is any misbehavior or misconduct or negligence on your part, your services may be terminated with immediate effect without any notice period or payment of salary.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

18. General

The waiver by either party of a breach of any provision of the terms and conditions of employment shall not operate or be construed as a waiver of any subsequent breach. If any provision of the terms and conditions herein shall be declared to be illegal or unenforceable for any reason, the remaining provisions of the terms and conditions shall remain in full force and effect. The courts at Hyderabad shall have exclusive jurisdiction over this offer, your employment, the terms and conditions thereof including but not limited to termination thereof.

The above terms and conditions are based on Company policies, procedures and other rules currently applicable and are subject to amendments from time to time. These policies are available in NTT Managed Services (Formerly known as Secure-24 IT Services Pvt Ltd) 's Intranet Toolkit and you are requested to visit the site to get updated with the



changes from time to time. By signing a copy of this offer letter, you are consenting that you will visit Toolkit and get familiarized with Company's policies. You will abide by all other rules and regulations of the Company as shall be in force, from time to time. Any breach of Agreements, policies, terms and conditions may result in damages to the company which in turn has the right to charge you on the same at the Company's discretion.

In all matters, including those not specifically covered herein, such as traveling, Leave entitlement, etc., you would be governed by the rules of the Company which are available in the Company's Intranet page Toolkit.

The Offer Letter, the Appointment Letter and the policies and the code of conduct of the Company together govern the terms and conditions of employment of the employee.

Any claim by you against the Company arising out of your employment / termination of employment shall be made in writing and served upon the Company within one month from the date of your leaving the Company. Any claim made by you beyond one month shall be waived by you and shall not effect or bind the Company with respect to such claim.

You shall not, without specific permission from the Company, accept or demand loans, gifts, any other benefits from the clients of the Company or any person(s) with whom you have official or business contacts in the context of your activities of the Company.

_____ I
have read the above terms and conditions of Employment and hereby confirm strict adherence to the same.

Date:

Signature:

Place:

Annexure C

Note: Please submit photocopies of below-mentioned documents. You must also carry the Original copies for verification

Documents to be submitted

Documents to be submitted	Requirement	Checklist
Mark sheets 10th class or equivalent Intermediate or equivalent Graduation Post-graduation	Mandatory	<input type="checkbox"/>
Provisional certificates Graduation Post-graduation	Mandatory	<input type="checkbox"/>
Relevant certificates of Additional Certifications or Courses	As applicable and if available	<input type="checkbox"/>
Offer Letters, Appointment Letters and Experience Certificates	Mandatory	<input type="checkbox"/>
Relieving letter from previous employer	Mandatory (If the relieving letter is not available at the time of joining, associates must produce their resignation Acceptance Letter with the seal of the previous employer)	<input type="checkbox"/>
Salary pay slips of the last three months of experience	Mandatory	<input type="checkbox"/>
Passport Copy	Mandatory (If Passport is not available, please apply and provide original receipt) (If not available – Driving License/Voters ID or any document that holds proof of associates’ address)	<input type="checkbox"/>
PAN card	Mandatory (If PAN card is not available, please apply and provide original receipt)	<input type="checkbox"/>
Three passport size colour photographs	Mandatory	<input type="checkbox"/>



offer letter

1 message

Srinivas R.Y <srinivas.ry@astramwp.com>
To: divyajakkireddy7165@gmail.com

Thu, 14 Sept 2023 at 05:18

Ms.J.Laxmi Divya

With reference to discussions, we are pleased to offer you appointment as Trainee in our Organisation. Your CTC will be Rs 2,33,840/- lacs per annum (Rupees two lacs thirty three thousand eight hundred and forty only per annum)

A detailed appointment letter will be issued to you on the day of your joining the Organization.

You are required to bring the following documents, with a photocopy of each, at the time of joining.

Astra Microwave Products Limited.

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity, Serlingampally Mandal, Rangareddy Dist., Hyderabad, Telangana - 500084, India

- Proof of age (Aadhar Card)
- Educational certificates including mark sheets
- Police Verification Certificate
- Two copies of your recent passport size photograph.
- Proof of your Blood Group.
- PAN Card.
- Bank Account Details (SBI / ICICI).
- Vaccination Certificate
- Latest COVID 19 Test report

ACCEPTANCE OF JOINING

The employment will commence from the day you report for duty. If you are agreeable to accept this offer, please return the duplicate copy of this letter, duly signed as a token of your acceptance to the undersigned within three days of its receipt.

You are required to communicate your exact date of joining to the HR Department.

We look forward to your joining us for a mutually rewarding association.

For Astra Microwave Products Ltd.

R.Y.Srinivas

DGM- HR

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity, Hyderabad.

Disclaimer:

Information transmitted by this EMAIL is proprietary to Astra Microwave Products Ltd and is intended for use only by the individual or entity to whom it is addressed and may contain information that is privileged, confidential, or exempt from disclosure under applicable law. If you are not the intended recipient of this EMAIL immediately notify the sender at Astra Microwave Products Ltd and delete this EMAIL including any attachments.

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offer letter

1 message

Srinivas R.Y <srinivas.ry@astramwp.com>

To: veeramallumadhuri09@gmail.com

Thu, 14 Sept 2023 at 5:16 am

Ms.V.Madhuri

With reference to discussions, we are pleased to offer you appointment as Trainee in our Organisation. Your CTC will be Rs **2,33,840/-** lacs per annum (Rupees two lacs thirty three thousand eight hundred and forty only per annum)

A detailed appointment letter will be issued to you on the day of your joining the Organization.

You are required to bring the following documents, with a photocopy of each, at the time of joining.

Astra Microwave Products Limited.

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity, Serlingampally Mandal, Rangareddy Dist., Hyderabad, Telangana - 500084, India

- Proof of age (Aadhar Card)
- Educational certificates including mark sheets
- Police Verification Certificate
- Two copies of your recent passport size photograph.
- Proof of your Blood Group.
- PAN Card.
- Bank Account Details (SBI / ICICI).
- Vaccination Certificate
- Latest COVID 19 Test report

ACCEPTANCE OF JOINING

The employment will commence from the day you report for duty. If you are agreeable to accept this offer, please return the duplicate copy of this letter, duly signed as a token of your acceptance to the undersigned within three days of its receipt.

You are required to communicate your exact date of joining to the HR Department.

We look forward to your joining us for a mutually rewarding association.

For Astra Microwave Products Ltd.

R.Y.Srinivas

DGM- HR

Regd. Office. ASTRA Towers, Survey No. 12(P), Kothaguda Post, Kondapur, Hitechcity, Hyderabad.

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Biological E. Limited

BE/HR/VACCINE/2024/JE/KS/MPR.4166

15th July 2024

Ms. Kandale Sarayu,
D/o Venkata Chary,
H. No: 106, Anuradha Apartment,
Krinthi Colony, Ghatkesar,
Dt. Rangareddy – 500098,
Andhra Pradesh.

Dear Sarayu,

Sub: Offer of Employment with Biological E. Limited

This has reference to discussion you had with us based on your interest in pursuing an opportunity for employment with Biological E. Limited. We are pleased to extend an offer of employment to you for the position of **Junior Executive** in **BFPL- Filling Line- 4** Department at **Shameerpet- SEZ**.

You will be paid an **annual** compensation of **Rs.2,25,000/-** (Rupees Two Lakhs Twenty-Five Thousand only) as detailed in Annexure A.

You need to execute a service agreement for three years on the date of joining.

Biological E. Limited reserves the right to cancel the offer of employment at any time if facts conveyed by you are found to have been either misrepresented or falsified about yourself, your employment history, your past compensation details, your accomplishments, your academic qualifications or any other matters that may have had a significant bearing on the decision of an offer of employment in your favor.

You will be required to respond back with your acceptance of the offer of employment no later than **19-Jul-24**, failing which this offer will automatically stand cancelled. None of the contents of this communication will have any bearing thereafter.

This offer of employment is contingent to remain in force after your acceptance of the same as long as you are able to join Biological E. Limited and report to your supervisor on or before **22-Jul-24**, failing which, this offer will automatically stand cancelled.

This offer letter is valid subject to you being found medically fit in the pre-employment medical examination.

This offer of employment when sent via e-mail, it will suffice for you to respond back via e-mail confirming your acceptance therein.

A signed hardcopy of the letter of appointment and detailed terms & conditions will be issued to you upon your joining of duties on a designated day that is mutually acceptable. When the hardcopy of the offer of employment is presented to you, you will be required to sign your acceptance on a duplicate copy and return the same to the BE HR representative.



Biological E. Limited

As you would be already aware, communication containing compensation details is considered strictly personal and confidential in nature. You are expected to keep matters concerning compensation strictly confidential in general and discuss the same only with authorized personnel from Biological E. Limited.

Please indicate the probable date of joining by **19-Jul-24** so that suitable onboarding plans and follow on activities thereupon can be initiated within the organization to facilitate your joining.

We look forward to have you onboard Biological E. Limited and wish you to have a very successful and fulfilling career. We hope you will be able to contribute significantly and positively influence the work culture and the people within for a great future ahead for the organization!

**With best Wishes
For BIOLOGICAL E. LTD.**

**Vinod Gopishetty
Dy. General Manager – HR**

Accepted:



Biological E. Limited

ANNEXURE – A

(Breakup of compensation for the year 2024-25)

Date of issue: 15-Jul-24

**Ms. Kandale Sarayu
Rangareddy**

Position/Designation: **Junior Executive, BFPL- Filling Line- 4**

Salary Components	Per Month	Per Annum in Rupees
Basic Salary	8625	103500
House Rent Allowance	3450	41400
Education Allowance	200	2400
Special Allowance	2155	25858
Bonus/Exgratia	1400	16800
Gross Salary	15830	189958
Annual Benefits		
LTA	719	8625
ESI	469	5628
Total	1188	14253
Retirement Benefits		
Provident Fund	1318	15811
Gratuity	415	4978
Total CTC Including Benefits	18750	225000

*Gratuity payable as per Gratuity Act.

30/06/2023

Gurupadam Sherla

H.no 9C-247, Balaji Nagar Road no 21,
Chowdhariguda, Narapally,
Hyderabad, TS-500088

Offer of Employment

Dear Gurupadam

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Research Analyst** with effect from **17 July, 2023**. You will be based in our **India, Hyderabad, DVS, SEZ-1 – Orion B4; FL 7,8,9,11 (Hyderabad - Divyasree 3)** 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 **INR 3,40,377** 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

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: Gurupadam Sherla

JOB TITLE: Research Analyst

DEPARTMENT: Content Operations India - CST - Corporate - PEVC

MONTHLY AMOUNTS

8458 BASIC SALARY

ALLOWANCES:

3383 HOUSE RENT ALLOWANCE

10925 SPECIAL ALLOWANCE

1400 STATUTORY BONUS

24,167 TOTAL FIXED BASE SALARY

BENEFITS:

1800 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

1991 MEDICAL INSURANCE

407 GRATUITY

28,365 TOTAL COST TO THE COMPANY

YEARLY AMOUNTS

101500 BASIC SALARY

ALLOWANCES:

40600 HOUSE RENT ALLOWANCE

131100 SPECIAL ALLOWANCE

16800 STATUTORY BONUS

2,90,000 TOTAL FIXED BASE SALARY

BENEFITS:

21600 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

23895 MEDICAL INSURANCE

4882 GRATUITY

3,40,377 TOTAL COST TO THE COMPANY

1. 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed 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.
2. You will be enrolled in the Group Medical insurance scheme for a coverage of **3,00,000** applicable as per the eligibility and your grade in the organization. You can nominate 5 dependants in addition to yourself to be covered under the policy. Employees who are eligible for the ESI benefit as per the government rule will be covered under ESI medical scheme.
3. You will also be covered under Round-the-clock Personal Accident Insurance for **8,70,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
4. You will be also eligible for Term Life Insurance coverage up to **8,70,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
5. You are eligible for Gratuity, which is payable after 5 years of continuous service with the Company.
6. 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.
7. 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.
- 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

1. 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.

2. 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.

3. 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, creativeness, 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 / 5** 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 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. Well-deserved time to celebrate 2 days for **moments that matters** and **2 Wellness days** to enhance your work-life balance. Company encourages to follow assigned work schedules and promotes discipline on work timings.

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 whenever required. Such training would be imparted to you at the Company's expense.

11. Performance Reviews / Appraisal:

The Company also has a policy of 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 month of September and the revised salaries will get affected in the month of 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

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 there after divulge or disclose any confidential information to any person whomsoever 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, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. 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.
- 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:

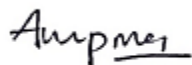
It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars 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.

FACTSET › SEE THE ADVANTAGE

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.

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 Ranjan
Senior Talent Acquisition Manager

11th December 2023

OFFER OF APPOINTMENT

Dear **Dondal Srutha Keerthi**,

We are delighted to offer you the position of **Associate Trainer** with Logik Works. In this capacity, you will report to **Charitha Reddy**. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

The date of commencement of employment will be **18th January 2023**. In the event you do not join on or before the informed date, this contract shall stand terminated unless extended at the sole discretion of the Company. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your annual compensation will be **Rs. 4,00,000/-** per annum (**Four lakh Rupees Only**). Details are mentioned in Annexure I to this letter. Compensation will be paid monthly and tax will be deducted at source, as applicable.

You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopted by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA") as provided at the time of joining.

This offer is valid for a period of 2 days from the date of this offer letter. Please confirm your acceptance and date of joining by signing the duplicate in the appropriate places and returning it to us at the earliest.

We are excited and confident that you will make an outstanding contribution at Logik Works. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

Sincerely,
For **Logik Works**

ACCEPTED

Dondal Srutha

Sumanjan Gorenka
Founder & CEO

Keerthi

Date:

Annexure I

Name	Dondal Srutha Keerthi	
Date of Joining	18 January, 2024	
Location	Hyderabad	
Salary Structure		
Component	Per Month (₹)	Per Annum (₹)
<i>Basic Salary</i>	13333	160000
<i>HRA</i>	7667	92000
<i>DTA</i>	2483	29800
<i>Special Allowance</i>	5483	65800
<i>*** Professional Tax</i>	200	2400
<i>*** Retention Bonus</i>	4167	50000
Fixed Gross	₹29,167	₹3,50,000
Net Salary	₹28,967	₹3,47,600
Total CTC	₹33,333	₹4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. This Employment Agreement ("Agreement") is entered into and shall become effective as of **January 18, 2024** (the "Commencement Date") and shall remain in full force and effect until **January 18, 2026** (the "Termination Date"). This period, commencing on the Commencement Date and concluding on the Termination Date, shall collectively be referred to as the "Term" of this Agreement which was signed earlier.
3. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
4. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential

Sumanjan Gorenka
Founder & CEO

Signature of the Candidate

Annexure II **Employment Agreement**

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Dondal Srutha Keerthi** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services:

During your employment with Company, you are expected at all times faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or Code and applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days.

3. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

4. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

5. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

6. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

7. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

8. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

9. Others

- a) You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that times

10. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

Name:

Signature:

Place:

Date:

Witness Name:

Witness Signature:

Place:

Date:



Kiran Kandikonda
Vice President

24th September 2023

Dear Rakesh Shamakura

Sub: Offer Letter

We are pleased to offer the position of Business Development Executive to work at our Software Unit at Dr. A.S Rao Nagar, Hyderabad. You will be reporting to the undersigned in our office at Dr. A.S Rao Nagar on 28 September 2023 for taking up this assignment.

You will be on probation and training for six months. During the training period your salary will be Rs. 20000 /- (Twenty Thousand only. Breakup given below). Your salary after the training period will be Rs. 30,000 /- (Rupees Thirty Thousand Only. Break up given below) per month. Based on your performance during this period, your salary will be considered for a revision at the end of one year from the date of joining. You will be governed by the rules and regulations of the Company from time to time.

Salary Breakup

Period	Training	Regular
Basic	Rs. 10,000	Rs. 15,000
Travel	Rs. 5,000	Rs. 5,000
Total Fixed	Rs. 15,000(10,000+5,000)	Rs. 20,000(15,000+5,000)
Variable	Rs. 5,000	Rs. 10,000
Total	Rs. 20,000(15,000+5,000)	Rs. 30,000(20,000+10,000)

We look forward to having you with us and have long term association with you. We do hope you will enjoy your stay with us.

With Best Wishes

Kiran Kandikonda

To
Shamakura Rakesh
S/o S Srinivas
H. No. 3-2-14, Boigally
Siddipet , Telangana , 502103

Ref: 997031/2305660/FTC

Date: 23rd April, 2024

Pulipaka Tirumala Surya Teja
12-10-395, Flat No:202, Sri Tirumala Homes, Seethaphalmandi
Secunderabad, Dist: Hyderabad-500061
Phone No: 7093873138

Subject – Fixed Term Contract

Dear **Pulipaka Tirumala Surya Teja**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Hyderabad** for a period of **06 Months** with effect from **24th April, 2024** to **23rd October, 2024** on the terms and conditions as specified in this Letter.
2. Your “Annual Total Cash Compensation” will be **Rs. 283000 (Rupees Two Lakhs Eighty Three Thousand Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **24th April, 2024**, and is effective till **23rd October, 2024**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Susma Sugumaran at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Gate, Jubilee Enclave, Hitech City, Hyderabad - 500081**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

8. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure – D. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or before joining whichever is earlier, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Susma Sugumaran** latest by **24th April, 2024**.

10. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with Offers **Team** (E-Mail: TR00837566@TechMahindra.com)

For Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

Encl: Annexure-A (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date:

Signature of Candidate:

Annexure – A

Name : Pulipaka Tirumala Surya Teja		
Title : Associate - Technical Support		
Band : U1		
Components of Total Cost to Company	Rs. (Per Annum)	Rs. (Per Month)
Basic (@35% of Total Fixed Pay)	86,609	7,217
HRA (@70% of Basic Pay)	60,626	5,052
Bonus/Statutory Bonus	17,322	1,444
Employer's contribution to Provident Fund (@12% of Basic Pay)	10,393	866
Employer's contribution to ESIC (@3.25% of Fixed Pay)	0	0
Flexible Components of TFP ^	72,504	6,042
Total Fixed Pay (Per Annum)	247,454	20,621
Total Variable Pay (TVP) (Per Annum)**	27,495	2,291
Cost to Company (CTC)(A)	274,949	22,912
Additional Benefits(B)		
Gratuity	0	
Insurance Premiums (towards GTLI, GMIP and GPAL)	8,051	
Total Cost to Company (TCC) (Per Annum) -----(A) + (B)	283,000	
Employee deductions (C)		
Employee's contribution to Provident Fund (@12% of Basic Pay)	10,393	866
Employee's contribution to ESIC (@0.75% of Fixed Pay)	0	0
Total (C)	10,393	866
Take Home PA (during Training)	226,668	18,889
Take Home PA (Post Training) @ 100% VP	254,163	21,180
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.		
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
i) Insurance		
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate		
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs .		
c) Group Personal Accident Insurance (GPAL) coverage: You would be enrolled under the Company's GPAL scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.		

ii) Company Transport:

- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

**With Best Wishes,
For Tech Mahindra Ltd.**

Accepted by :



**Mukul Sah
Group Head – HR & RMG**

Location :

Date :

Annexure – B

1) Employment Agreement

a) Code of Conduct

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

b) Secrecy

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

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this

Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and

- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners,

other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

2. Assignments/Transfer/Deputation

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

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

3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of 30 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of

The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

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

Authorization

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

Smoking

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

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

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

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

(a) Destroying Papers & Material

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

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(vi) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

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

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

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

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name:

Date:

(DD/MM/YY)

Annexure – D – Checklist of the Documents

- A. You are requested to login and follow the instructions to upload the following list of documents in Dove portal (DOVE – Link: Dove.Login.techmahindra.com) within one week of receiving the offer or before joining whichever is earlier for us to initiate your background verification process. While below is an indicative list, the latest documents list is always updated on Dove Portal.
- i. Service certificate from all previous employers.
 - ii. All educational certificates including:
 - (i) Class 10th 12th marksheets and passing certificate or qualifying exam marksheet and passing certificate.
 - (ii) Graduation Degree / Certificate
 - (iii) Post Graduation Degree / Certificate, if applicable
 - (iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Application form.
- B. For joining, you are requested to login to the Dove portal (DOVE – Link: Dove.Login.techmahindra.com) and follow the instructions to upload the required details and the support documents:
- i. Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed on all pages (including all annexures)
 - ii. One color passport size photograph with white background
 - iii. **Relieving Letter:** Your relieving letter from your present organization and Service Certificate from the last employer as well as all previous employers. If you don't have relieving letter from the latest organization, then you need to submit Resignation Acceptance Letter (RAL) which clearly mentions your last working date in the previous organization.
 - iv. **PAN Card:** You MUST upload your PAN Card copy (if not done already at pre-offer stage). Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
 - v. **Aadhaar Card:** You MUST upload your Aadhaar Card copy (if not done already at pre-offer stage). Please note that it is mandatory to provide your Aadhaar card number for processing the KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities. Please do ensure that your Name on the Aadhaar Card Name and PAN name is same and Aadhaar Card has correct Date of Birth (DD-MM-YYYY format) and Father's name.
 - vi. **PF UAN Number:** You MUST provide your PF UAN Card copy or UAN Number. You can find UAN number on your previous employer pay-slip or you can check with your previous employer for your PF UAN Number. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

Candidate's Declaration:

I _____ hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.

Name in full : _____ Date : _____
Signature : _____ Place : _____

Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

Annexure - F - Intellectual Property Assignment

Associate Name:

Associate ID:

Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its

suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential

information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if I violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited, an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement.

The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20____

Signature

Name of Candidate

For and on Behalf Of
Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,

I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.
Authorized Signatory (HR) Signature of the Associate
Name:



RASTER ENGINEERS PVT. LTD.

Date: 10/01/2024

To,
Training and Placement Officer,
Nalla Narasimha Reddy Education Society's Group of Institutions,
Narapally, Korremula Road,
Ghatkesar Mandal, Hyderabad.

Subject: Congratulations on Selection in the Interview Process for 2 Members

Dear Sir,

We are delighted to inform you that the following **2 members** of your College from Civil Engineering (B. Tech) has been selected in a rigorous interview process held on **09/01/2024** as a part of Campus Placement Drive for the position of **Jr. Architect**. On behalf of **Raster Engineers Pvt. Ltd.**, I extend my heartfelt congratulations to both of them on this achievement.

- 1) BODIGE SHARATH CHANDRA
- 2) GONE MANOJ

Please feel free to reach out to us if you have any questions or need further information. Once again, congratulations to them for their well-deserved success!

Warm regards,

AUTHORIZED SIGNATORY

FOR RASTER ENGINEERS PVT. LTD.

Provisional Offer || Aizen Algo || Sai Akhila Akkinapalli - Trainee

From Nageswara Rao Devanga <nageswara.rao@aizenalgo.com>
To Sai Akhila Akkinapalli <akkinapalliakhila@gmail.com>
Cc TPO NNRG <tpo@nnrg.edu.in>, RASB Sarma <rasb.sarma@aizenalgo.com>
Date 2023-09-01 15:03

Dear Sai Akhila Akkinapalli,

Greetings from Aizen Algo!!

Subsequent to our interactions, we are very pleased to inform you that you have been selected for the position of **"Trainee."**

The details of the offer are summarized below:

- Designation: Trainee
- CTC: During the training period of initial 3 months will be paid a stipend amount of 10k per month. Post completion of training based on performance will be converted to regular employment and a salary of 3,00,000 PA (Three Lakh Only) will be offered.
- Job Location: Hyderabad
- Your joining date will be on or before 06th Sep, 2023 else offer will be revoked automatically
- We request you to offer at least **18 months commitment** from your end to contribute towards organizational objective

More details shall be provided on the formal Letter of Appointment that will be issued during the date of join. We, look forward to hearing from you at the earliest possible.

Thanks & Regards

Nag-HR Manager,

AiZen Algo Private Limited

(M) +91-9989775677

4th Floor, 403 & 404, Sri Vensai Towers

Above Axis Bank

Kompally – Hyderabad -500 100

DISCLAIMER

The information contained in this e-mail message is intended only for the confidential use of the recipient(s) named above. This message is privileged and confidential and property of **Aizen Algo Pvt. Ltd.**, or its affiliates or subsidiaries. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review use, dissemination distribution, transmission, printing, copying, alteration, or circulation of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete all copies of the message. VIRUS ALERT: Computer viruses can be transmitted via email. The recipient is responsible for checking this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

OFFER LETTER

Date :23 Jan 2024

Dear **Sonia Mitta**,

We are pleased to inform you that you have been selected for **Free Training & Placements**. Your online reporting schedule will be conveyed to you on your registered email ID.

For verification, please share the below-mentioned documents with **e-cap@excelr.com**

- 2 Passport size photo
- Copy of your College ID
- Any one Govt ID proof (Driving License / PAN card / AADHAR card)
- Signed copy of this Offer letter as an acceptance.

Following are the details for Job Profile

QA Automation (Selenium) / Manual Tester

Job Location: **PAN India**

Job Description

Job Profile: Jr.QA Engineer / QA Engineer

Position: QA Automation Tester (Selenium) / Manual Tester

Location: PAN India

Duration: 2 months of training and 100% Placement Assistance

Package*: 3LPA to 5LPA

Best Regards,



S. Pratyusha Kavya Sree
HR Manager

***Note:** This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

ExcelR EdTech Private Limited

Registered Office

#49, 1st Cross, 27th Main, 1st Stage,
BTM Layout, Bengaluru, Karnataka - 560068.



+91 96321 56744



enquiry@excelr.com



www.excelr.com

CIN:U62099KA2023PTC17307



PROVISIONAL OFFER LETTER

College Name: Nalla Narasimha Reddy Educational Society

Date : 18.12.2023

Dear Shushumna Jakkula,

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

This is a digitally generated soft copy hence a signature is not required
Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



BLUE BLOCKERS
W A T E R P R O O F I N G

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To

Mr B Sai Vamshi

Address: H.No: 4-33-277, Jagadgiri
gutta, Vivekananda Nagar, Kukatpally,
Hyderabad.

Phone No: 9346025784

Dear Mr B Sai Vamshi

SUB: Letter of Appointment

With reference to your application and subsequent interview you had with us, we are pleased to offer you employment in our company as "**Graduate Engineer Trainee**" on the following terms and conditions;

APPOINTMENT

Your date of appointment is effective from the date of joining which shall be not later than **17-July-2024**.

COMPENSATION & BENEFITS

You are entitled to a compensation of INR **2,16,000/-** per annum. The compensation shall be subject to taxes and the Company may withhold therefrom any amounts as are required to be withheld pursuant to applicable Law.

POLICIES AND PROCEDURES

You are required to comply with all BlueBlockers policies and procedures as they may be amended or added to from time to time.

LEAVE

You will be entitled to 12 days of vacation leave per annum. For medical leave, any leave more than 3 days would require a doctor's certificate. Vacation leave can be carried forward to a max of 12 days.



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OTHER ENGAGEMENTS

You are not allowed to work either full time, part time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your manager before being associated or contributing to any forums, groups, projects or non-profit seeking bodies.

TERMINATION

Your employment may be terminated by the Company giving one (1) months' notice or one (1) month's pay in lieu of notice. In case the employee resigns/ gives notice for termination of employment, he/she shall give one (1) months' notice or one (1) month's pay in lieu of notice to the Company. Further, the Company at their sole discretion may relieve the employee before expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of notice period. Your probation period will be Six (6) months from the date of joining. During the probation period, **leaves are not applicable** and the Company may terminate your employment by giving seven (7) days' notice or salary in lieu of such notice or the Employee can terminate by giving one (1) months' notice or salary in lieu of such notice.

The company may terminate your employment without notice/ without pay in lieu of notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties.

RETURN OF COMPANY PROPERTY

On termination of your employment, for any reason, you must immediately return to the company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to the company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to the company.

Any damage/loss/theft to company property issues to you, not limited to laptops will have to be borne by employees subjected to review by management.

NON-COMPETE & NON-SOLICITATION OBLIGATIONS

A. The Employee acknowledges that he/she, during his/her employment with the Group may obtain access to Confidential Information and have dealings with the customers and suppliers of the Group. The Employee acknowledges the breadth of the covenants under this Clause, and acknowledges that he/she has various other skill sets which, if deployed by him/her after he/she ceases to be an employee of or ceases to be associated with the Group would be sufficient to be gainfully employed without having to compete with the Group. The Employee undertakes that



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he/she shall not, during the Non-Compete Period anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise commence, engage or be concerned in any business that competes with the whole or any part of any of the current or proposed business of the Group except on behalf of the Group, canvass or solicit business of a type similar to those being dealt in, or for services similar to those being provided by the Group from any Person;

B. induce or attempt to induce any customer/client of the Group to cease to be a customer/client, or otherwise interfere with the relationship between such a customer/client and the Group (save and except actions taken during the course of his/her employment in what he/she believes to be, in the Group's interest); or

C. induce or attempt to induce any director of the Company, senior management personnel or key employee of the Company to leave the employment of the Company.

D. During the Non-Compete Period, the Employee shall not anywhere in the world, either jointly or severally, directly or indirectly, and whether as an individual, investor, promoter, proprietor, shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise;

E. solicit any Person then engaged by the Group as an employee, full-time equivalent, officer, consultant, contractor or director or so engaged within the preceding 12 (twelve) month period ("**Existing Employee**") to leave the employment of the Group, and shall use its best efforts to prevent any of its related entities or Persons from taking any such action;

F. disclose to any third party the names, backgrounds or qualifications of any the Existing Employees or otherwise identify them as potential candidates for employment;

G. approach, recruit or otherwise solicit Existing Employees to work for any other employer;

H. persuade any Person which is a vendor / consultant of the Group, to cease doing business or to reduce the amount of business which any such Person has customarily done or might propose doing with the Group.

I. The covenants in this Clause and the time and other limitations with respect thereto, are reasonable as to duration and subject matter, properly required for the adequate protection of the value and goodwill of the Group and such limitations are reasonable with respect to the activities of the Group.

J. It is the intention of the Parties that the provisions of this Clause shall be enforced to the fullest extent permissible under the applicable Law, but that the unenforceability (or the



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modification to conform with such applicable Laws) of any provision hereof shall not render unenforceable or impair the remainder of this Clause. If any provision of this Clause shall be determined to be invalid or unenforceable, either in whole or in part, this Clause shall be deemed to be amended or modified, as necessary, the offending provision and to alter the remaining provisions of this Clause to the extent necessary to render the same valid and enforceable to the fullest extent permissible.

K. Nothing herein contained shall affect the Employee's non-competition and non-solicitation obligations set forth in the Transaction Document. The obligations are independent of each other and shall bind the Employee independently.

CONFIDENTIALITY

The Employee shall not, whether during his/her employment with the Group, or after termination of his/her employment, for any reason, directly or indirectly, use for himself/herself or use for or disclose to any Person any Confidential Information other than for the benefit of Group and in the course of performing his duties and responsibilities.

A. Without prejudice to the generality of the foregoing, the Employee shall:

a. keep confidential the Confidential Information and not disclose the same to any third party or use the same for the Employee's benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by the Agreement or except with the prior written consent of the Company.

b. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use.

c. not reproduce in any form the Confidential Information except with the prior written consent of the Company.

B. The confidentiality obligations under the Agreement shall not prevent the Employee from disclosing the same if required by Law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that the Employee gives the Company notice of such intended disclosure and an opportunity to oppose the same.

C. The Employee confirms that all Confidential Information shall remain the sole and absolute property of the Group or any third party, as applicable. The Employee shall, at the time of leaving the services of the Company, return all Confidential Information and other Company property, which he/she is in possession of.

D. The obligations under this Clause 5 shall survive the termination of the Agreement and shall survive so long as such information remains confidential. The Employee also acknowledges that use of the Confidential Information contrary to the provisions of the Agreement constitutes, among other things, criminal breach of trust in terms of the provisions of the Indian Penal Code, 1860.



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E. The provisions of the Agreement for the protection of Confidential Information shall apply notwithstanding that the Employee has unauthorized or inadvertently obtained access to or otherwise come into possession of such Confidential Information.

F. In order to secure or preserve Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

Your date of Joining is 17th July 2024.

We look forward to your acceptance of this offer to begin your most exciting journey ahead.

Best Regards,

On behalf of Blue Blockers Waterproofing Solutions.

Kiran Kumar,
Managing Director

Acceptance:

I, **B Sai Vamshi** have read, understood, and accepted this offer of employment, as set forth above.

Signature: _____ **Date:** _____

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ANNEXURE

Components	Monthly	Annual
Salary		
Basic	10,000/-	1,20,000/-
HRA	6,000/-	72,000/-
Allowance	2,000/-	24,000/-
NET PAYABLE	18,000/-	2,16,000/-

Date: 13-06-2024

Offer Letter

Dear: Sohaila Samreen

College Name: Nalla Narasimha Reddy Educational Society's group of Institutions

We are delighted to offer you a position as **Intern + Jr. System Engineer** at Unistring Tech Solutions Private Limited.

You will be paid **15000** per month as a stipend.

If you accept the offer, I would appreciate your confirmation and joining for the same on or before **18/06/2024**.

If unable to join on the joining date, the offer will be termed as cancelled. The attached terms and conditions apply. If you have any queries, please feel free to contact us.

Terms & Conditions: -

Minimum Service Agreement: 1 Year (6-month internship + 6-month probationary period)
Possibility of Service Extension after completing 1 year, candidates may be considered for an extension of services.

Compensation: Candidates will receive a monthly stipend. Compensation will be processed either directly through UTS or via its affiliated service company.

Working Days: Mon to Sat (Shift Timings are applicable)

Note: You are Eligible to take maximum of 10 days leaves in your 6 months of internship period for any exams and project presentations by providing Academic Schedule in Prior.

Registered office :

Plot No:2 & 3, Sy. No. 6, Rank One Ektha Towers
2nd Floor, Kondapur, Hyderabad,
Telangana, INDIA -500084.

Development Center:

D.No: 2-91/77/2/ST/11, Signature Towers (11th Floor),
Opp. Botanical Garden Rd, Venkat Enclave, Whitefields,
Kondapur, Hyderabad, Telangana, INDIA - 500084.

About Unistring

Unistring Tech Solutions is an indigenous R & D based company located at Hi-tech city, Hyderabad India. We are powered by 150 plus size strong R & D team and 100 plus production team. We are backed by former defense scientists and led by a progressive and forward-looking management team. The key products and innovations (patented) include the below.

- Anti Drone Defense systems
 - Supplied to Army, Navy and Airforce
- Automated Drone Gun
 - Artificial Intelligence based
- RADAR for Drone, UAV detection
- Electronic Warfare systems
- GNSS jamming and Spoofing systems
- Software Defined Radios
 - Supplied to Army, Navy (Submarines) and Air force
- Military Unmanned Aerial Vehicles / Drones
- Drone Net Catcher
- Radar and EW Simulators

M. Vishnu Prasad

Dr. M. Vishnu Prasad

Division Head, Strategic HR

Mobile Number: +91 83417 8736

Registered office :

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Annexure-1

Documentation Details

Documents Required - Joining formalities		
1	Bond	(6 Months Internship followed by 6 Month's Probation) Total 12 Months
2	(a) Original Certificates for verification/ Custodian Certificate (b) Cheque need to be submitted with 3 months of CTC (as surety for bond period)	(a) As per documents submission date which is mentioned in the E -Offer letter issued (In office) (b) Assurance letter will be issued from Unistring on receiving the cheque Cheque pay to Unistring Tech Solutions Pvt Ltd (Don't fill the date)
3	Photocopies till Highest qualification academic certificate	At the time of submitting documents in office (Photocopies)
4	KYC documents (Adhar, PAN).	At the time of submitting documents in office (Photocopies)
5	Local address proof	At the time of submitting documents in office (Photocopies)
6	2 recent passport size photos.	At the time of submitting documents in office (Photocopies)
7	Police Verification Certificate.	At the time of submitting documents in office (Photocopies)
8	COVID Test Report	Joining date
9	Non-Compete letter	At the time of submitting documents

Note: Experienced candidates need to submit relieving letter and 3 months' pay slips and 6 months bank statement. The pay slip must be signed by past employer. The bank statement must be signed by bank. The 3 months' pay must match among bank statement and pay slips

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Fwd: Sutherland Statutory Formalities - EDMS048485**From** Ram <r85106762@gmail.com>**To** <tpo@nnrg.edu.in>**Date** 2023-10-09 20:07 

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

From: Sutherland Pre-Onboarding <eDMS@sutherlandglobal.com>**Date:** Mon, 9 Oct, 2023, 5:31 pm**Subject:** Sutherland Statutory Formalities - EDMS048485**To:** <r85106762@gmail.com>**Cc:** <arunkumar.sundaravelu@sutherlandglobal.com>, <Gudige.Sumanth@sutherlandglobal.com>, <NewHire.Statutory@sutherlandglobal.com>eDMS - Statutory Submission 

Dear PALVAI SRIHITHA,

Greetings from SUTHERLAND.

Congratulations on successfully completing all levels of interview.

Before commencing work with Sutherland, you need to complete your Onboarding formalities. Please note that it is very critical and important that you complete all formalities with 100% accuracy in the details you enter

Please note that all the details you provide will be used to create and file your statutory documents. Any incorrect information provided by you will lead to statutory problems for which you will need to take complete responsibility and follow up to resolve the issues.

Date of Joining	Email	Level
	r85106762@gmail.com	1

[Click here to open the statutory form](#)**Please reach out to the Onboarding team if you face any issues or have any queries related to uploading the documents onto the tool.**Thanks & Regards
Sutherland Recruitment Team**Note:** This is an automated email. Reach out to the Onboarding Team through email or phone number for assistance.

This email message is for the sole use of the intended recipient(s) and may contain information that is confidential, privileged, proprietary and protected from disclosure by applicable law. Any unauthorized review, use, duplication, disclosure or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and immediately destroy all copies of this message, including electronic and hard copies. Thank you for your cooperation.

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Ref No: UTS/Offer Letter/Dec-23/50

Date: 22-12-2023

Offer Letter

To,

Ms. Pekkamwar Manasa
NNRG, Hyderabad
Telangana, India.

Dear Ms. Pekkamwar Manasa,

We are pleased to offer you a **full-time position** as **EW Calibration Engineer** at Unistring Tech Solutions.

The details of this offer are private and confidential between you and the Company. You can discuss the same only with the undersigned person.

We are offering a monthly salary of **Rs.22,500** with an annual cost to the company **2.7 LPA** including all employer contributions applicable Govt. norms of EPF/ESI/PT/any other as mandated by Govt and/or opted by the employee. In addition, you will be offered the benefits of company-sponsored insurance as per eligibility terms.

Your working hours will be from 9.00 AM to 6.30 PM, **Monday to Saturday**. Your employment will be subjected to a probation period of **6 months**, excluding the **internship period**.

Please sign the enclosed copy of the offer letter and reply by email with the signed copy as an attachment to me by **24 December 2023** to confirm your offer acceptance. All the required documentation formalities need to be completed on or before **05 January 2024**. You are informed to report to the duties on/before **05 February 2024**. If you fail to complete the required documentation formalities by the specified date or fail to report to your duties as scheduled, this offer will stand invalid.

We are confident that you will be able to make a significant contribution to the success of our Unistring Tech Solutions and look forward to working with you.

Registered office :

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Telangana, INDIA -500084.

Development Center:

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- RADAR for Drone, UAV detection
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- GNSS jamming and Spoofing systems
- Software Defined Radios
 - Supplied to Army, Navy (Submarines) and Airforce
- Military Unmanned Aerial Vehicles / Drones
- Drone Net Catcher
- Radar and EW Simulators

M. Vishnu Prasad

Dr. M. Vishnu Prasad

Division Head, Strategic HR

Mobile Number: +91 83417 87360

Registered office :

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Unistring Tech Solutions

UTS

Unistring Tech Solutions Pvt. Ltd.

GSTIN: 36AABCU8691B1Z7

CIN: U72200TG2007PTC052628

Annexure-1

Annual Financial Summary (Fixed benefits)

- (1) CTC: Rs 2,70,000 with an annual cost to company (CTC) including all employer contributions applicable Govt. norms of EPF/ESI/PT/Any other as mandated by Govt and/or opted by employee.
- (2) Health Insurance Benefits: Rs 3 Lakhs*
 - a. Individual insurance up to **Rs. 3 Lakhs** during first two years of full time-employment.
 - b. Family insurance (Spouse and Kids) up to **Rs. 3 Lakhs** during after two years of full time- employment.
 - c. As per Terms and conditions provided by the health insurance provider.
- (3) Food, Beverages & Recreation (Per annum):
 - a. Tea and beverages will be provided free of charge. Snacks & Food for selected days/projects for selected employees will be provided free of charge.
- (4) You are eligible for Over Time (OT) allowances as per company policy.

Registered office :

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 9440318188  +91 040 - 29881817  +91 040 - 29881816  info@unistring.com  www.unistring.com

Annexure-2

Other Benefits (Variable pay)

- Project based & performance Bonuses:
You are entitled for specific bonuses after **Three Years** of services at Unistring Tech Solutions as a full-time employee.
- Travelling allowances for client visits applicable as per company rules.
- Employee Referral Policy: A bonus to a current employee who brings new talent to the company by referring applicants selected and employed.
- Training programs will be offered to ensure continuous skill development and career growth.
- Annual company outing and recreations along with family members.

Registered office :

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Annexure-3

The detailed break-up of your **Monthly Pay Structure** is as follows:

Earnings		Deductions	
Salary Head	Amount (Rs.)	Salary Head	Amount (Rs.)
Basic Pay	8,555	EPF Scheme	1,027
Dearness Allowance (DA)	-	ESI Scheme	-
House Rent Allowance (HRA)	2,567	TDS	-
Travelling Allowance	1,600	Professional Tax	200
Medical Allowance	1,250	Others	
Other Allowance	7,416		
Other	-		
Gross Salary	21,388		
PF Employer Contribution	1,027		
ESI Employer Contribution	-		
Others	86		
Salary (CTC)/ Per Month	22,500	Total Deduction	1,227
Net Salary (Rs.)		20,161	
Note:			
1. TDS Deduction – as applicable under income tax rules			
2. Unistring Tech Solutions is not responsible for any claims/commitments made by employee based on pay slip.			

Annexure-4

Documentation Details

Documents Required - Joining formalities	
1 Bond	24 Months (18 months employment + 6 months internship)
(a) Original Certificates for verification	(a) As per documents submission date which is mentioned in the E -Offer letter issued (In office)
2 (b) Cheque need to be submitted with 5 months of CTC (as surety for bond period)	(b) Assurance letter will be issued from Unistring on receiving the cheque Cheque pay to Unistring Tech Solutions Pvt Ltd (Don't fill the date)
3 Photocopies till Highest qualification academic certificate	At the time of submitting documents in office (Photocopies)
4 KYC documents (Adhar, PAN).	At the time of submitting documents in office (Photocopies)
5 Local address proof	At the time of submitting documents in office (Photocopies)
6 2 recent passport size photos.	At the time of submitting documents in office (Photocopies)
7 Police Verification Certificate.	At the time of submitting documents in office (Photocopies)
8 COVID Test Report	Joining date
9 Non compete letter	At the time of submitting documents

Note: Experienced candidates need to submit relieving letter and **3 months' payslips and 6 months bank statement. The payslip must be signed by past employer. The bank statement must be signed by bank. The 3 months pay must match among bank statement and payslips.**

Registered office :

Plot No:2 & 3, Sy. No. 6, Rank One Ektha Towers
2nd Floor, Kondapur, Hyderabad,
Telangana, INDIA -500084.

Development Center:

D.No: 2-91/77/2/ST/11,Signature Towers (11th Floor),
Opp. Botanical Garden Rd, Venkat Enclave, Whitefields,
Kondapur, Hyderabad, Telangana, INDIA - 500084.

Annexure-5

Internship Period

- **First Six months** is your internship period and you will get paid by **Rs.12,000** CTC per month as a stipend.
 - Your performance will be closely monitored throughout the internship period. Please note that if your performance does not meet the required standards during this tenure, there may be a possibility of termination or extension of training period without pay.
- After the successful completion of training period, you will be enrolled into UTS Employment pay role which includes all the allowances & deductions (ESI, EPF, PT and income tax as applicable based on Govt. rules).
- Leaves: 1 leave per month (more than one leave is considered to be loss of pay (LOP) 1X (rule as on date)

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